THURSDAY
BEGINS

US Army Corps of Engineers®

SOH CoP – Management & Technical Resources Serving You

BE SAFE – SHARE the Ways

Hospitality Suite Opens at 5:30

Room # 2715

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Sub-CoP Report Out

Sub-CoP Champions

Loss Control Brief Out

Brenda Warren

Accident Investigation Sub-Team

- **Team Building**
- **Identification of “Hot” Topics**
- **Identification of Anticipated Products**
- **Development of Work Processes & Communication Methods**

OWCP Sub-Team

- **Team Building**
- **Identification of “Hot” Topics**
- **Identification of Anticipated Products**
- **Development of Work Processes & Communication Methods**

Policy & Program Brief Out

Brian Becker

Policy and Programs Sub-CoP

Workshop Report Out

- Development of Operating Rules
  - PMP
- Communication Tools and Methods
  - Internal – Groove, MS Netmeeting
  - External – Tomoye, E-mails, IPRs
- Identification of Anticipated Products
  - Business Case, ERs, Tools – Outline soon for comment
- Identification of “Hot” Topics
  - Bob’s Priority – Tight schedule
  - Need more help
  - Collaborate with all Sub-CoPs
  - Entire community will have chance to comment

Regional Support Brief Out

Gary King

Construction, Operations & Training Brief Out

Karl Anderson

Civil Emergency & Military Support Brief Out

Jim Woodey

Safety Engineering and Technial Criteria

Sam Testerman

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Safety Engineering

Communication Tools and Methods

phone calls , emails, Groove, Tomoye , list servers

Development of Operating Rules

Forum Open to all, respect all opinions, be professional, core members finalize product to Champion, Champion makes the ultimate decision

Identification of Anticipated Products

Develop a FASS program (HTS, guidance, marketing, training), provide safety engineering advise

ID of “Hot” Topics

Facilities Systems Safety Program, guidance document, regulation, HTS, Guard rail designs for marine vessels, Arc Flash Protection, C02 discharge generators, Inflatable PFDs, welding issue, demolition/construction/salvage, new security requirements impacts.

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Technical Criteria

- Communication Tools and Methods
  - phone calls , emails, Groove, Tomoye , list servers
- Development of Operating Rules
- Forum Open to all, respect all opinions, be professional, core members finalize product to Champion, Champion makes the ultimate decision
- Identification of Anticipated Products
- Revise Technical Criteria (EMs, Guide Specs, EPs, etc.) Update EM,
  - ID of “Hot” Topics
- EM Update.

Automated Systems

- Communication Tools and Methods
  - phone calls , emails, Groove, Tomoye , list servers
- Development of Operating Rules
  - Forum Open to all, respect all opinions, be professional, core members finalize product to Champion, Champion makes the ultimate decision
- Identification of Anticipated Products
- Accident
- Experience and Analysis System,
  - ID of “Hot” Topics
- AEAS, web page, HTS.

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PMBP/P2

Communication Tools and Methods

phone calls , emails, Groove, Tomoye , list servers

Development of Operating Rules

Forum Open to all, respect all opinions, be professional, core members finalize product to Champion, Champion makes the ultimate decision

Identification of Anticipated Products

Develop and provide guidance –market, keep in touch with P2 people to assure safety and health is considered in the phase two.

ID of “Hot” Topics

Guidance on type of training, guidance on PMBP

Industrial Hygiene & HTRW Radiation Brief Out

Penny Pietrowski

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iH & OH Breakout Sessions

- Team Building
- Discussion of CoP Roles
- Sub-CoP Charter
- Communication Tools and Methods
- Identify Anticipated Products & “Hot” Topics

Industrial Hygiene Sub-CoP

Champion: Penny Pietrowski

Co-Leaders: Ed Bernard &
Penny Pietrowski

"HOT Topics"

- Standardization
  - Work from the same references
  - Forms
  - Medical Surveillance
  - Exposure Sampling
- IH Professional Development
  - Career Paths
  - IH Interns
  - Mentors

"HOT Topics"

- Update the IH/OH EM and EP
- Develop IH "Welcome to the Corps" Packet
- Integration of IH into USACE Business Processes
- IH Instrumentation – Sharing Resources

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Occupational Health Sub-CoP

Champion: Penny Pietrowski

Co-Leaders: Lynda Crum & Polly Krause

"HOT Topics"

- Update IH/OH ER 385-1-40 & EP 385-1-58
- Update AED Regulation
- Standardization
  - Medical Surveillance Guidelines
  - Job Description Physical Elements
  - Physical Exam Requirements
  - SF78 Functional Requirements & Environmental Factors
- Medical Records Management

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HTRW & Radiation Safety Breakout Sessions

- Team Building
- Discussion of CoP Roles
- Sub-CoP Charter
- Communication Tools and Methods
- Identify Anticipated Products & “Hot” Topics

HTRW Sub-CoP

Champion: Penny Pietrowski

Leader: Thom Donaldson

Anticipated Products

- Consolidated list of applicable guidance
- List of reference material
- HTRW SOH Professional Development Plan

"HOT Topics"

- Funding for Core Member participation in the Sub CoP
- Lessons Learned system
- HTRW/MMRP Interface
- Performance based contracting & HTRW SOH roles
- What is HTRW and What isn't?

Radiation Safety Sub-CoP

Champion: Penny Pietrowski

Co-Leaders: Julie Peterson & Dave Hays

Anticipated Products

- Update EM/ER 385-1-80
- Update/Distribute Radiation Safety Training CD
- Update Radon Fact Sheet
- Develop OCONUS Fact Sheet
- Develop Recommendation for Radioactive Material “Registry”

"HOT Topics"

- Explore Radiation Safety Training Course Needs
- Determine Interest in a Health Physicists Intern Program
- Update Radiation Safety Audit Budget/Schedule
- Review Recent Updates to Federal Radiation Protection Regulations
- Coordinate with other Sub CoPs on WMD Response Safety Issues

Explosives Safety Brief Out

Blanca Roberts

Explosives Safety Sub-CoP

- Communication Tools and Methods
  - Email – Request for Participation
  - Email, VTC and Tele-Conference; TEN; Tomoye and Groove

Explosives Safety Sub-CoP

- Operating Rules
  - Communication Strategic Plan
    - Champion, Co-Champion
    - Core members inform Champion/Co
    - Participants –execution initiates issues
- Anticipated Products
  - PgmMBP
  - Comm Strategic Plan

Explosives Safety Sub-CoP

- “Hot” Topics
  - R&D, Construction/Demolition Guidance
  - Tomoye/Groove – License
  - Resources – Obligation Queries
  - Control of Information – Security
  - Performance Measure

Aviation Safety Brief Out

Bruce Barret

Aviation Sub-CoP

- Communication Tools and Methods
- Operating Rules
- Anticipated Products
- “Hot” Topics

Aviation Sub-CoP

Communication Tools and Methods

Teams

- Core Members
  - Chair-Bruce M. Barrett, USACE GFR
  - Co-Chair-Edward Massimo, USACE Aviation Officer
  - Safety Manager-Karl Anderson, CESO
  - GFR Continuity-Marvin Ballard, CEPOA-SO
  - Operations/Risk Management-Benoit Palmer,CESWF-SO
  - Maintenance/Safety-Tony Barker, CESPK-SO
  - Operations Support-James Moore, CENWO

Aviation Sub-CoP

Communication Tools and Methods (cont.)

- Utilize Groove/Tomoye/Email
  - Quarterly Tele-Conference (*Each Location*)
  - Electronic Risk Management Tools

Aviation Sub-CoP

Operating Rules

- AR 95-20 (*Army Aircraft Operations*)
- MVD/NWD Air Operations Contracts
- DoD 4500.53
- FAA Rules
  - Part 91, 63
- Division Regulations
- COE EM 385-1-1 (*Safety Manual)*
- Aircraft Manufactures Maintenance Program

Aviation Sub-CoP

Anticipated Products

- Passenger/Cargo
  - Safe Passenger/Cargo Transportation in Support of Projects, Customers and Emergency Contingencies
  - Contract Continuity
    - Renewal
    - Standardization
- Recognition
  - Aviation Safety Awards (*Long Overdue Recognition*)

Aviation Sub-CoP

Hot Topics

- Aircraft Studies/Replacement
- TCAS (*Traffic Collision Avoidance System*)
- GFR (*Govt. Flight Rep.*) Training
- GFR Annual Conference
- Roles and Responsibilities of Team on Reviews
- Maintenance Review of Both Operations
- Hangar Queen Disposal (*Cannibalized G1*)

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BREAK!

9:45 - 10:00

U.S. Army Corps of Engineers Web Site

Sam Testerman

US Army Corps of Engineers®

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Major Changes to EM 385-1-1 Nov 2003

WALLY, I WANT YOU TO UPDATE THE SAFETY MANUAL AND DISTRIB-UTE IT.
I DON'T HAVE MUCH OF A BUDGET FOR BINDERS, SO USE THE CHEAPEST ONES YOU CAN FIND.
HELLO, THIS IS "DEADLY BINDERS, INC." HOW MAY I INJURE YOU?
GAAA!!!
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Sam Testerman
and
Karl Anderson

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Major Changes to EM 385-1-1 Nov 2003

I NEED YOUR APPROVAL ON THE NEW SAFETY MANUAL.
GAAA!!! SHARP EDGES!!! GAAA!!! IT GRABBED MY HAND!!!
CHAPTER ONE: WEAR PROTECTIVE GLOVES AND SAFETY GOGGLES AT ALL TIMES.
AAAIIEEE!!!
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and
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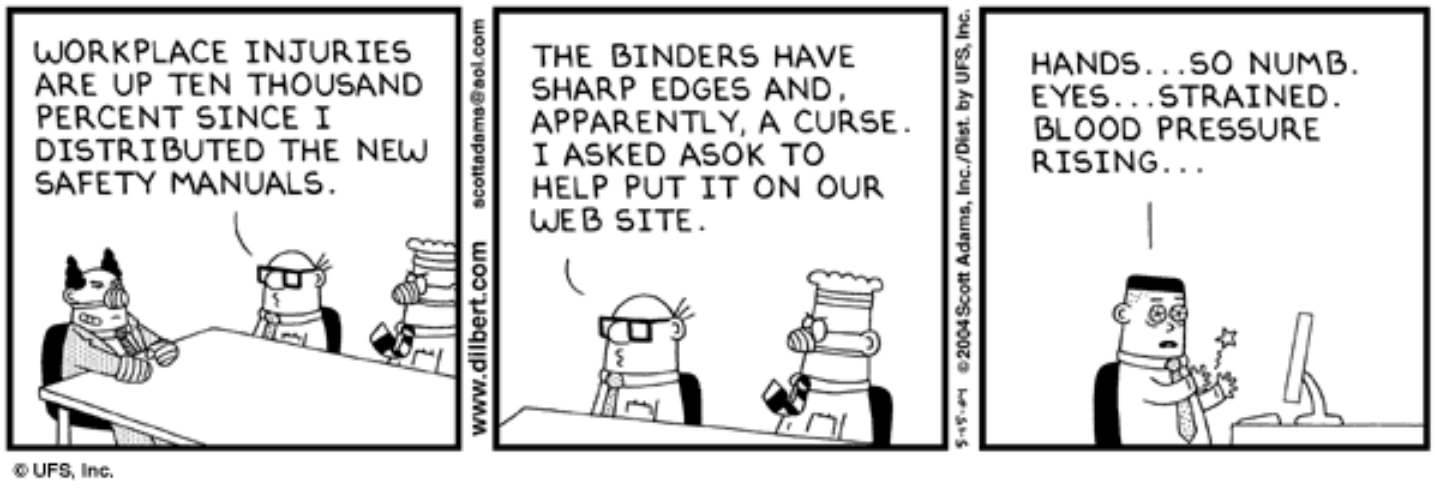
Major Changes to EM 385-1-1 Nov 2003


WORKPLACE INJURIES ARE UP TEN THOUSAND PERCENT SINCE I DISTRIBUTED THE NEW SAFETY MANUALS.
THE BINDERS HAVE SHARP EDGES AND, APPARENTLY, A CURSE. I ASKED ASOK TO HELP PUT IT ON OUR WEB SITE.
HANDS...SO NUMB. EYES...STRAINED. BLOOD PRESSURE RISING...
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Sam Testerman
and
Karl Anderson

EM 385-1-1 Update Process (S)

- Manual updated every 4-5 years
- 2003 version involved USACE Safety,other USACE, Navy, and Trade Groups (AGC, DCA, etc)
- After review and vetting, USACE produced printed and electronic versions and imbedded in electronic bid sets.

Living Document (S)

- Contractors must comply with latest version at the time of solicitation.
- New process – updates approximately every 90 days
- Changes posted at HQUSACE Safety Home Page
- Must comply with the Variance/interpretations procedures contained in Appendices M&N
- May not include new req’ts unless approved by HQUSACE.
- Must use UFGS 01525

Section 1 Program Management (S)

- Standardized SOH Bulletin Board
- On-site reference for all SOH project-related info
  - Map, Phone #s
  - Copy of APP and AHA (or directions)
  - OSHA Form 300A
  - Deficiency Tracking Log
  - Safety posters, OSHA Poster, Date of last Lost Time Injury

Program Management (S)

- Must have person fluent in language spoken on site.
- New automated PHA

Section 1 Program Management (S)

- Accident Prevention Plans (APPS) – Primary Contractor Safety Program for Project.
  - Must be developed by Prime in the format of Appendix A
  - Shall include all sub-elements or state why they are not applicable
  - Developed by qualified person with credentials

Section 1 Program Management (S)

- NEW - Deficiency tracking logs
  - Contractor develops SOH deficiency list by date
  - Updated daily
  - Include description, ID Date, due date, person responsible, resolution date

Section 1 Program Management (S)

- Change in scope: Activity Hazard Analysis (AHA)
  - Before beginning a type of work not previously experienced in project operations or with new crew/ subcontractor
  - New items to include name and proof of competent/ qualified person for each task (listed if more than one)
  - Notify GDA of inpevtions.

Section 1 Program Management (S)

- COR stop work authority stated – previously only in FAR Clause.
- NEW- Project Site Safety and Health officer (SSHO)
  - Competent Person at each site (collateral duty OK)
  - 10-hour OSHA trained
  - On-site when work performed
  - Enforces Contractor APP/ AHA/ Safety program

Section 1 Program Management (S)

- Prime Contractor responsible for subcontractor compliance with EM 385-1-1
- NEW Safety Training;
  - Trainers must be qualified
  - Employees indoctrinated, documented
  - Visitors to site must be trained

Section 1 Program Management (S)

- Work limits for operators of equipment
  - Hoisting, construction equipt, hydraulic, boats, etc limit to 12 hrs in 24 with min 8 hrs rest.
  - Vehicle operators limit to 10 hrs continuous or 12 hrs combined duty, also 8 hrs rest.

Section 1 Program Management (S)

- Accident Reporting
  - Immediate reporting by contractor to GDA for known or suspected:
    - Death
    - Permanent total or partial disability
    - 3 or more hospitalized
    - Property damage exceeding USACE limit

Section 1 Program Management (S)

- NEW- Emergency Communication
  - Employees working alone/ remote loc must have emergency communication such as:
    - Cell phone
    - Radio
    - Hard-line phone
  - Must test and use check-in/ out procedure

Section 2 SANITATION (K)

- Changes regarding inspection and adequacy of drinking water supply for CONUS and OCONUS
- Toilet paper required in bathrooms

Section 3 Medical/ First Aid (K)

- Communication means for 911/ emergency calls required
- First Aid kit requirements (ANSI Z308.1) detailed for 16-unit kit
- First Aid designees require Bloodborne Pathogens training
- Employee training for endemic diseases
- AEDs mentioned, not mandatory

Section 4 Temporary Facilities (K)

- Temporary Work Camp requirements (ex. Boats)
  - Site drained and not subj to floods
  - Sized to prevent crowing of structures
  - Free of rubbish
  - Shelter sizes given, bed spacing, floor construction, windows and screens
  - Must meet Life Safety Code

Section 5 Personal Protective (S) Equipment

- Noise attenuation described for hearing protection
- Respiratory Protection Program
  - Entire section re-written, Follows latest OSHA changes
- Fall protection
  - Called Fall Arrest Systems, Positioning Device Systems and Fall Restraint Systems
- Electrical Protective Equipment section rewritten to match new ANSI/ NEC requirements 70E
- Personal Flotation Devices (PFDs) no inflatables

Section 6 Hazardous Substances, Agents, Environments (K)

- Eyewash Requirements detailed per ANSI Z358.1
  - Bottles only as supplement, portables defined
- Lead/ Asbestos Abatement Planning added
- Radiation emergency Plans, RF protection
- Confined Space includes Shipyard Std.
  - Program requirements updated
- Heat Stress- measurements required based on clothing

Section 7 Lighting (S)

- Lighting to meet OSHA and ANSI/IESNA standards
- Protection of lamps required
  - Min 7 ft above working surface

Section 8 Signs, Tags, Traffic Control, etc. (S)

- Signs, tags, etc. shall meet ANSI Standards
  - Specific to color, type style, etc.
- Traffic Control to meet DOT reg *"Manual on Uniform Traffic Control Devices for Streets and Highways."*
- Plan required for haul roads – GDA Accepted – detailed requirements

Section 9 Fire Prevention and Protection (K)

- Fire protection Plan required for projects and facilities (constr: NFPA 241)
- Housekeeping program required to control debris
- Listing of maximum allowable storage for combustibles and flammables
- Fire extinguishers inspected monthly

Section 10 Welding and Cutting (S)

- No major changes to section
- ***AIHA publication "Welding Health and Safety: A Field Guide for OEHS Professionals" is recommended.***

Section 11 Electrical (S)

- Work done by Qualified personnel with verifiable credentials
- Grounding for generators updated
- If using Assured Equip Ground program (APP D), must submit to GDA for acceptance
- GFCI tested monthly
- Added table of Hazardous locations (NFPA)

Section 12 Control of Hazardous Energy (S)

- No major changes to section
  - Tags must be UV resistant

Section 13 Hand and Power Tools (K)

- Power control must be accessible to operator
- Prevent restart when exposed to hazard
- Floor and Bench-mounted tools must be secured
- Woodworking machinery to meet ANSI 01.1

Section 14 Material Handling (K)

- No Major changes to Section
  - Reference to **NIOSH, *Work Practices Guide for Manual Lifting***

Section 15 Rigging (K)

- Inspected by Competent Person
- Running lines must have physical barrier
- Multiple-lift rigging not allowed (still)
- Diagrams added for rope clip use, sling configuration, and wedge socket rigging

Section 16 Machinery and Mechanized Equipment (S)

- Inspections by competent person detailed, must be fixed prior to operation
- Added OSHA Powered Industrial truck (forklift) standards
- Derricks added to crane requirements
- Crane Operator responsibilities outlined
  - Training and designation added
  - Physical biennially
- Crane/ derrick construction and retrofits to meet ANSI/ASME stds effective at the time
- Inspections more defined and load testing outlined

Section 16 Machinery and Mechanized Equipment (S)

- All cranes and derricks shall have A2B device (Except marine and duty cycle)
- New Sub-section 16F, Floating cranes
  - Design, testing and construction
  - Operation and maintenance
  - Load ratings/ charts
  - No movement on barge
  - All shall have LLD, LID or LMI (exc Duty cycle)
  - Shall have wind speed device for operator
  - Anchor Handling Barge exempted from certain requirements

Section 17 Conveyors (S)

- No Major Changes to section

Section 18 Motor Vehicles and Aircraft (K)

- All operators must have license/ permit
- No Cell phones while driving unless hands-free
- ATV operators must pass course from Nat’l accredited school program
- Class I ATVs must have mufflers, spark arrestors, no passengers
- Class II ATVs need ROPS

Section 19 Floating Plant and Marine Activities (K)

- Personnel shift restrictions:12 hours in 24
  - 8 hrs rest unless quartered on or near boat, then can have min 6 hrs rest
- Vessel must be “seaworthy” for conditions
- CO monitors for occupied enclosed spaces
- GFCI req’d for wet or exposed locations
- Fall protection upgraded –rails or personal
- Vessels require ladder and other means

Section 19 Floating Plant and Marine Activities (K)

- Float plans needed for small boat operations
  - 4 hour length or when operator alone
- Motorboat operator training req'd (meeting NASBLA/ USCG Aux
  - USCG licensed pers need operational test
- New submerged pipeline precautions added
- Dredge Disposal sites – list of medical, sanitary requirements
- Scow operation safety measures added

Section 20 Pressurized Equipment and Systems (K)

- No major changes to section

Section 21Safe Access and Fall Protection (S)

- New tables with load/ planking selection criteria
- Personal Fall Protection Upgrades
  - Inspected by worker daily and Comp Person semi-annually
  - Leading Edge and roofing added to covered tasks
  - Arresting force lowered to 900lbs

Section 22 Work Platforms (S)

- Added requirement to meet ANSI A10
- Crane supported platforms require AHA and justification.
  - Contains detailed operational limits (speed, rigging, testing,fall protection, etc)

Section 23 Demolition (K)

- Survey and plan conducted by Registered Professional Engineer
- Walls over 6 ft left standing must be braced, etc.

Section 24 Floor and Wall Holes and Openings (K)

- No Major Changes to Section

Section 25 Excavations (K)

- Shoring or other required at 5 feet
- Utility “digging permit” request submitted through GDA
- New Figures added for sloping, shoring, benching, trench shields, etc.

Section 26 Underground Construction (K)

- No major changes to section

Section 27 Concrete, Masonry Construction and Steel Erection (S)

- Detailed section on Structural Steel Assembly
  - Erection plan accepted by GDA
  - Written notifications by Prime before steel sub can proceed
  - Cranes inspected before each shift
  - Structural stability must be maintained (detailed)
  - Connecting, anchoring, and protecting steel during assembly
  - Contains bridging chart for spans
  - Fall protection no different that section 21
  - Sections on pre-fab steel buildings, roofing

Section 28 Hazardous Waste Operations (28)

- Entire Section re-written to include numerous regulatory changes by OSHA, EPA, NIOSH, etc.

Section 29 Blasting (S)

- Addition of plan requirements: training, disposal of explosives
- Non-sparking tool requirements added
- Fire extinguishers for vehicles transporting
- Terminology upgrades

Section 30 Contract Diving Operations (K)

- Re-defined training requirements (per OSHA, from commercial school or meeting ANSI/ ACDE-01 or ADC rating
- Revised list of items needed for dive submittals
- New segment on “Scientific Snorkeling” with specific requirements

Section 31Tree Maintenance and Removal (S)

- No Changes

Section 32 Airfield Operations (S)

- No major changes to section

APPENDICES – Major Changes

- Appendix A –APP format and required elements (S)
- Appendix B – Emergency Recovery Operations (K)
- Appendix C – Crystalline Silica and Abrasive Blasting (K)
- Appendix D – Assured Grounding Program (K)
- Appendix E – Woodworking Machine Guarding (K)
- Appendix F – Rigging Inspection & Removal (S)
- Appendix G- Crane operators Qualifications (S)
- Appendix H – Crane/Derrick Inspection (S)
- Appendix I – Crane testing reqs/Performance Tests (S)
- Appendix J – Ladders, ramps, stairs & fixed ladders (S)
- Appendix K – Cranes, Derricks and Hooks (S)
- Appendix L – Scaffolds, Work Stands, & Platforms (S)

APPENDICES – Major Changes

- Appendix L – Scaffolds, Work Stands, & Platforms (S)
- Appendix M – process for requesting interpretations (S)
- Appendix N – Process for requesting waivers (S)
- Appendix 0 - Dive Teams (K)
- Appendix P – Tree Maintenance and Removal (K)
- Appendix Q – new definitions appendix (S)
- Appendix R- Metric Conversion Table (S)
- Appendix S – References and Resources (S)
- Glosary – (S)
- Index - (S)

THE END

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Major Changes to EM 385-1-1 Q&A Session

Sam Testerman
and
Karl Anderson

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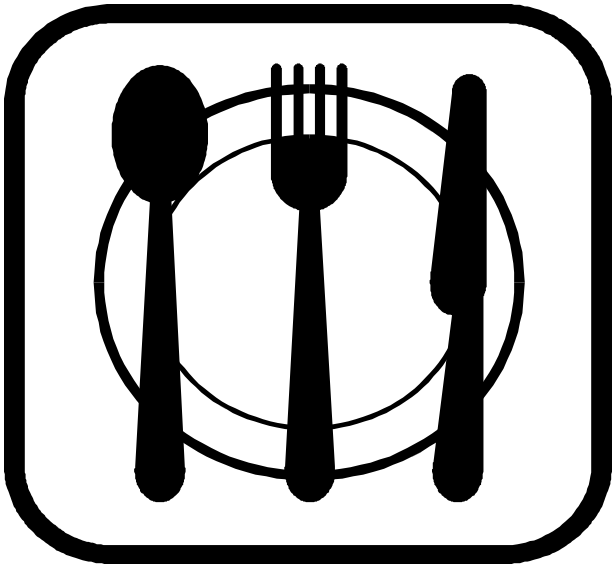
LUNCH

11:45 - 1:00



Please be back promptly at 1:00

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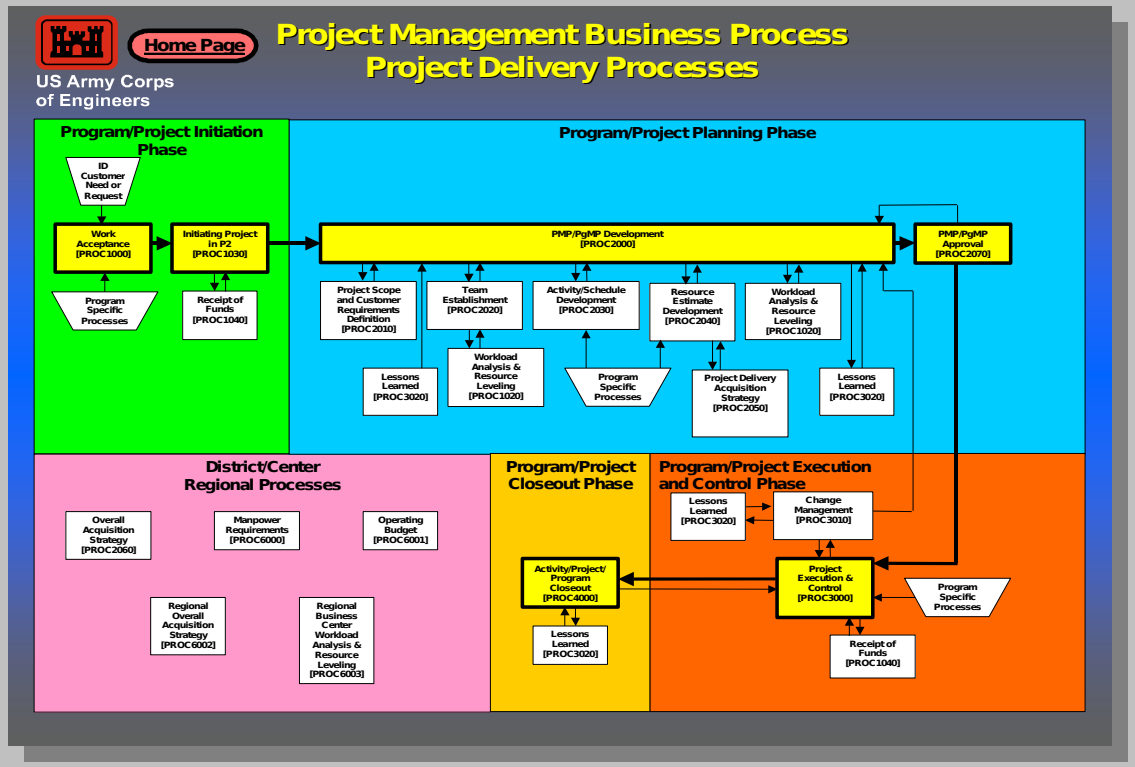
PMBP/P2

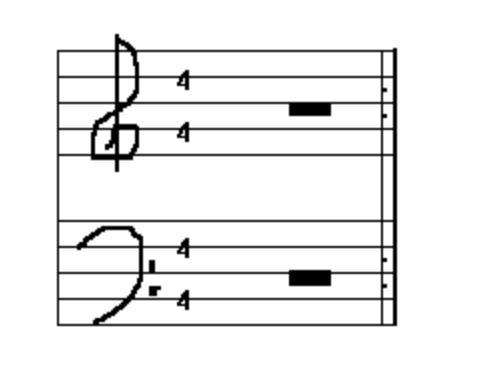


Sam Testerman
and
Brian Becker

AUDIENCE (CUSTOMERS)

PM
(CONDUCTOR)

PLAY OFF OF SAME SHEET OF MUSIC (PMP)

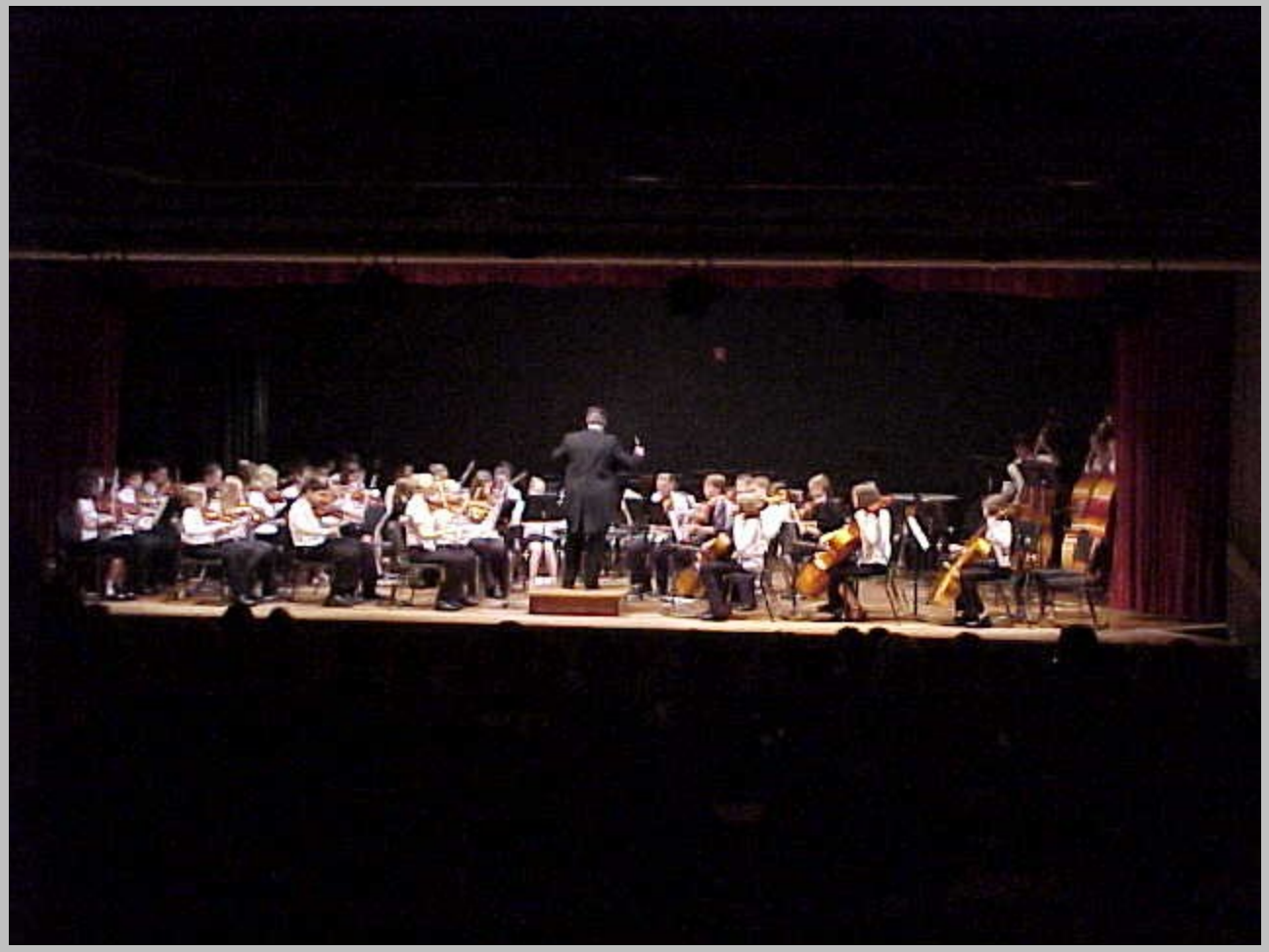


PMBP INSTRUMENTS

(Engineering, Operations, Construction, Safety)

USACE
PMBP ORCHESTRA

SOLOS

SYNERGY

PMP
Safety & Occupational Health Plan
Training
For
Project Delivery Teams (PDT)

Objective

-- To provide PDT members guidance on the intent and effective utilization of the SOHP that will contribute to the success of projects.

-- Information in this presentation should enable the participant to:

- **Explain the intent of the SOHP**
- **Explain the responsibilities of the PDT members**
- **List the key PMBP processes and reference documents that relate to the SOHP**
- **Explain how to apply the SOHP methodology as the project progresses**
- **List some SOHP tools available to the PDT**
- **List some elements that need to be contained in the SOHP**

ER 5-1-11

USACE Directive

- One project, one team, one project manager
- Plan for success and keep commitments
- The PDT is responsible for project success
- Measure quality with the goals and expectations in the PMP
- Manage all work with the PMBP, using corporate automated information systems
- Build effective communications into all activities and processes
- Use best practices and seek continuous

ER 5-1-11

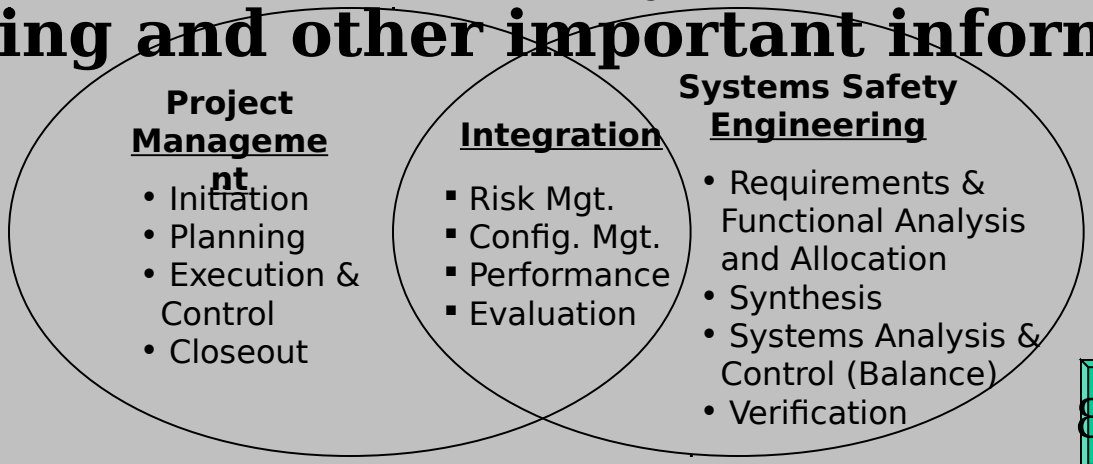
SOH Plan Intent

- SOH addressed upfront using a proven, successful process
- The SOHP is an important part of the Project Management Plan (PMP)
- Supports PMBP Process

SOH Plan Intent

- **The SOHP shall address how SOH will be integrated into the project, using System Safety and Risk Mgt models**

- **The SOHP shall document responsibility, objectives, Hazard Analysis, Hazard Tracking and other important information**



8016G Model

SOH Plan Intent

- SOH Plan Accomplished by:
  - The PDT
  - Planning the Work; Working the Plan
  - Accepting Responsibility
  - Measuring Progress
  - Becoming Automated
  - Communicating
  - Incorporating Best Practices and Continuous Improvement

Project Manager (PM) Responsibilities

- Initiating the development of the SOHP and ensuring that it is current
- Coordinating with the customer to identify and manage safety and health related hazards inherent to the project
- Verifying Hazard Controls are successfully implemented
- Coordinating with local USACE safety and occupational health office and notifying the Commander of all high-risk issues
- Coordinating with the Safety and Occupational Health Office for necessary SOH training of the PDT

PDT Responsibilities

- Developing the SOHP and identifying and defining potential risks and appropriate responses to risks for the project
- Attending training necessary to develop and implement a sufficient SOHP
- Raising issues for resolution when a hazard control cannot lower the hazard to an acceptable level
- Assuring hazard controls are successfully implemented

Safety & Occupational Health Office Responsibilities

- Providing training to the PDT on the SOHP development methodology
- Providing safety and health assistance to PDT throughout the project life cycle
- Participating in Project Review Board and line item reviews
- Providing SOH program oversight by monitoring, assessment, and evaluation

SOH Hazard Identification and Analysis Tools

- Customer Scope and Req
- Hazard Tracking List
- Subject Matter Expert
- Pre-existing Studies
- Comprehensive Work Plan
- Overall Project Checklist
- Lessons Learned
- Site Characterization
- Codes and Safety Standards
- UFGS/CEGS
- Library of CADD Designs
- Design Safety Analysis
- Hazard Analysis
- Design Checklist
- EM 385-1-1
- Change Management Form

SOHP Theme

Project Planning Phase – “Large Rocks”

Project Execution/Control Phase – “Medium Rocks”

Project Closeout Phase – “Small Rocks”

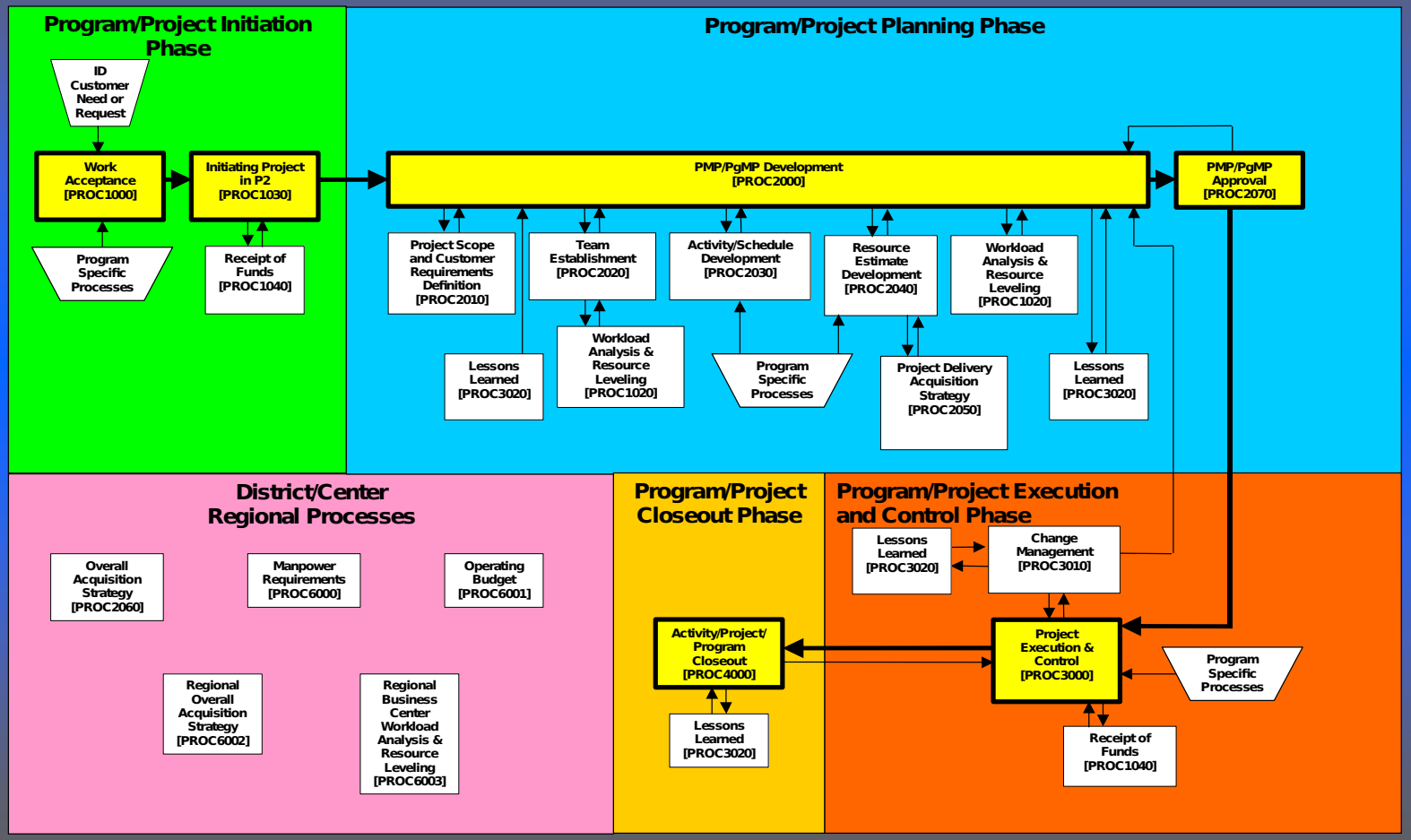
Planning, Design, & Construction

REF8021G

Home Page

US Army Corps of Engineers

Project Management Business Process
Project Delivery Processes


Program/Project Initiation Phase
ID Customer Need or Request
Work Acceptance [PROC1000]
Initiating Project in P2 [PROC1030]
Program Specific Processes
Receipt of Funds [PROC1040]
Program/Project Planning Phase
PMP/PgMP Development [PROC2000]
PMP/PgMP Approval [PROC2070]
Project Scope and Customer Requirements Definition [PROC2010]
Team Establishment [PROC2020]
Activity/Schedule Development [PROC2030]
Resource Estimate Development [PROC2040]
Workload Analysis & Resource Leveling [PROC1020]
Lessons Learned [PROC3020]
Workload Analysis & Resource Leveling [PROC1020]
Program Specific Processes
Project Delivery Acquisition Strategy [PROC2050]
Lessons Learned [PROC3020]
District/Center Regional Processes
Overall Acquisition Strategy [PROC2060]
Manpower Requirements [PROC6000]
Operating Budget [PROC6001]
Regional Overall Acquisition Strategy [PROC6002]
Regional Business Center Workload Analysis & Resource Leveling [PROC6003]
Program/Project Closeout Phase
Activity/Project/ Program Closeout [PROC4000]
Lessons Learned [PROC3020]
Program/Project Execution and Control Phase
Lessons Learned [PROC3020]
Change Management [PROC3010]
Project Execution & Control [PROC3000]
Program Specific Processes
Receipt of Funds [PROC1040]

SOH Plan Methodology

Key PMBP Processes and Reference Documents

(Source: PMBP Process Manual)

Project Planning Phase

- **Customer Scope and Requirements Definitio**
- **PMP Development PRO 2000**
  - **PMP Content REF8 5G**
  - **SOHP REF801 G**
  - **Risk Management Plan RE 3007G**
  - **Communications Plan RE 006G**
  - **Quality Management Plan RE 3008G**
  - **Change Management Plan RE 3009G**
- **Activity/Schedule Development P OC2030**

SOH Plan Methodology

Key PMBP Processes and Reference Documents

(Source: PMBP Process Manual)

Project Execution and Control Phase

- Project Execution and Control PROC3000
- Change Management PROC3010
- Lessons Learned PROC3020

Project Closeout Phase

- Activity/Project/Program Closeout PROC4000
- Lessons Learned PROC3020

SOH Plan Methodology

- Planning Phase
  - PDT Conducts SOH Review
    - Early input from customer's risk concerns
    - Lessons Learned
    - Customer Requirements (DD Form 1391 and other input)
    - SOHP Ref. Doc. 8016G, App. B
  - Charrette process

SOH Plan Methodology

- Planning Phase
  - Establish a Hazard Tracking List (HTL)
  - Develop the Preliminary Hazard Assessment (PHA)
  - Schedule the Task
  - Address SOH Concerns within the PMP

REF8016G-APP A

SOH Plan Methodology

REF8007G

Risk	Hazard (Source)	Cause	WBS Item Affected	Impact on Project Objectives	Risk Manager	Agreed Response to Risk	Expected Result of Response
H	Harm from toxic chemicals to be cleaned up (1391, Preliminary Study)	Exposure to Chemicals	Investigative, Construction	Injury, Cost, Schedule slippage	Designer, Construction Mgr, Constructor	Add HTRW UFGS/CEGS to Design Specification	L
H	Possible OE buried near Bldg 1042 located in the Exclusion Zone (Archive Report)	Contact with UXO	Investigative, Construction	Injury, Cost, Schedule slippage	Designer, Construction Mgr, Constructor	- Use SME support from HNC early on in the design phase - Train personnel on UXO identification	M
M	Installation personnel adjacent to the site are concerned (PHL)	Natural fear of toxic chemicals	Investigative, Construction	Schedule slippage	PM, Customer, Construction Mgr, Constructor	Detail Com-munication Plan (Town Hall, brochures highlighting safety procedures and sampling, etc.	L

SOH Plan Methodology

- Execution and Control Phase
  - HTL becomes the preliminary elements of the Hazard Analysis to be reviewed throughout Planning (Civil Works), Design and Construction
  - Technical elements use the tools to identify and address project hazards with a holistic perspective

SOH Plan Methodology

- Execution Phase
  - Planning Considerations
  - Design Considerations
  - Construction Considerations

Design Charrette

SOH Plan Methodology

- Execution Phase (Hypothetical Example)

Family Housing – Fort Future

  - Customer concern - small children falling from window
  - PDT enters on HTL, delegates to design team
  - Architect performs hazard analysis
  - Architect provides HTL/HA to PDT

Risk	Hazard (Source)	Cause	WBS Item Affected	Impact on Project Objectives	Risk Manager	Agreed Response to Risk	Expected Result of Response
H	Small children falling from windows above the ground floor	Height of windows allow access	Design, Operation	Injury, Quality, Liability	Designer, Customer, PgM	Change AE Specification for minimum lower height of 42" (to LL)	M

  - PDT QA of HTL/HA and does LL to institutionalize the change

SOH Plan Methodology

- Close-out Phase
  - Transferring Information to the User
    - Maintenance Manuals
    - Warning Signs
    - As-built Drawings
    - End user Training
  - Verify the Hazard Tracking List

SOH Plan Content

- **SOH Goals and Objectives***
- **Preliminary Hazard List***
- **Hazard Tracking List***
- **Hazard Analysis***
- **Responsibilities***
- **SOH Quality Objectives (Metrics)***
- **Independent Technical Review Reports**
- **Independent QA Inspection Reports**
- **Copy of variance acceptance**
- **Site Safety Plans for USACE Personnel**

Summary

- This presentation introduces the SOHP and provides guidance to PDTs
- This is not a new task, it supplements the current method to be in concert with PMBP
- Identifying and addressing problems upfront will save time, money, and keep the project progressing successfully

PMBP/FASS/P2 Training

PMBP/FASS for Safety & Health Professionals

2 Courses provided/Still Available

CD ROM

FASS for Design Engineers Available this Fall

P2 Lite/M&A

Support Offices next Phase

US Army Corps of Engineers®

BE SAFE – SHARE the Ways

PMBP/P2 Q&A Session

Sam Testerman
and
Brian Becker

BE SAFE – SHARE the Ways

BREAK!

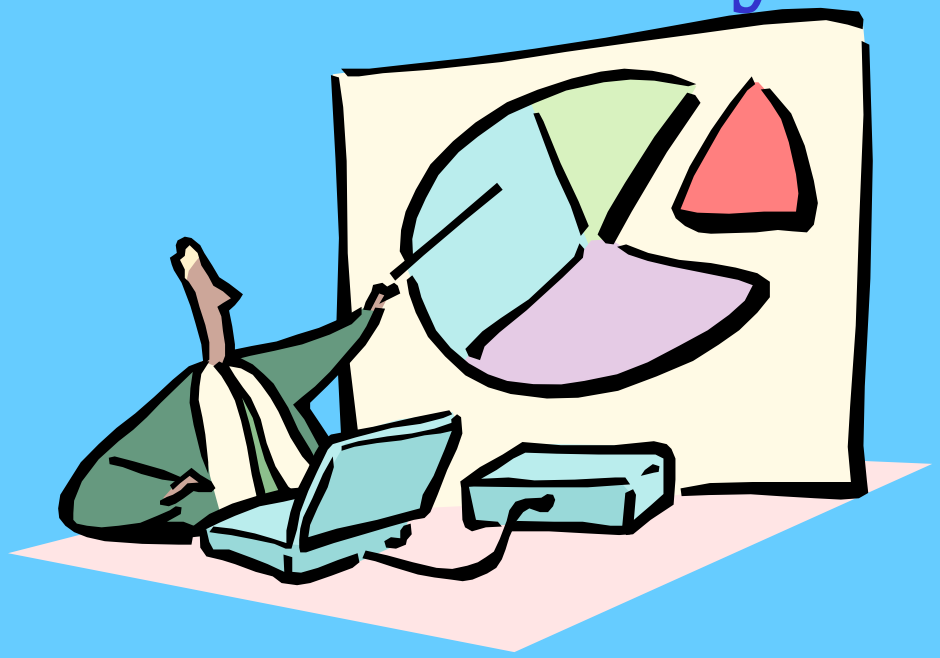
2:15 - 2:30

US Army Corps of Engineers®

SOH CoP – Management & Technical Resources Serving You

BE SAFE – SHARE the Ways

Civilian Employee Accident/Illness - DoD Data Analysis



Ralph Slighter

DoD

DoD Civilian Employee Accident/Illness Data

Ralph Slighter

Defense Civilian Personnel Management Service, ICUC Division

Data Used for Illness & Injury Statistics

1. FECA Injury Claim Data
   - Goals #3 & 4 of SHARE
2. OSHA Injury Data
   - Goals #1 & 2 of SHARE
3. Service-reported Injury Data
4. DMDC LPD Web site

FECA Injury Claim Data

Only cases involving lost time, medical expenses, or First Aid (as defined by OWCP) are submitted to the Department of Labor.

- First Aid cases – part of no lost time total

Claims are recorded by DOL with the Extent of Injury listed at the time of submission.

FECA Injury Claim Data

Goal #3 of SHARE - of the cases created in a given quarter, the % that are submitted within 10 work days are considered timely.

Goal #4 of SHARE – uses COP data supplied quarterly by CPMS, and adds that to compensation paid during first year, divided by # of employees (on OPM Web site).

OSHA Injury Data

OSHA gets data from OWCP on a quarterly basis, and strips out cases denied by OWCP

- Beginning with FY 04, cases with denial codes of D2, D3, D4 and D5 are deleted

OSHA uses injury rates based on end-of-year strength figures from agencies

OSHA Injury Data

Goal #1 of SHARE (Total Case Rates) and Goal #3 of SHARE (Lost Time Case Rates) are all calculated using this OWCP data, as adjusted by OSHA

Service-reported Injury Data

May include cases not reported to OWCP

- Near misses
- First Aid, defined differently
- Filing delays (injured one year, reported the next)

May exclude cases reported to OWCP

1. Travel duty
2. Off-premise

DMDC LPD Web site

Uses COP data as completed by payroll

- Issue of corrections to COP records

Uses FTE data (bi-weekly) for employment

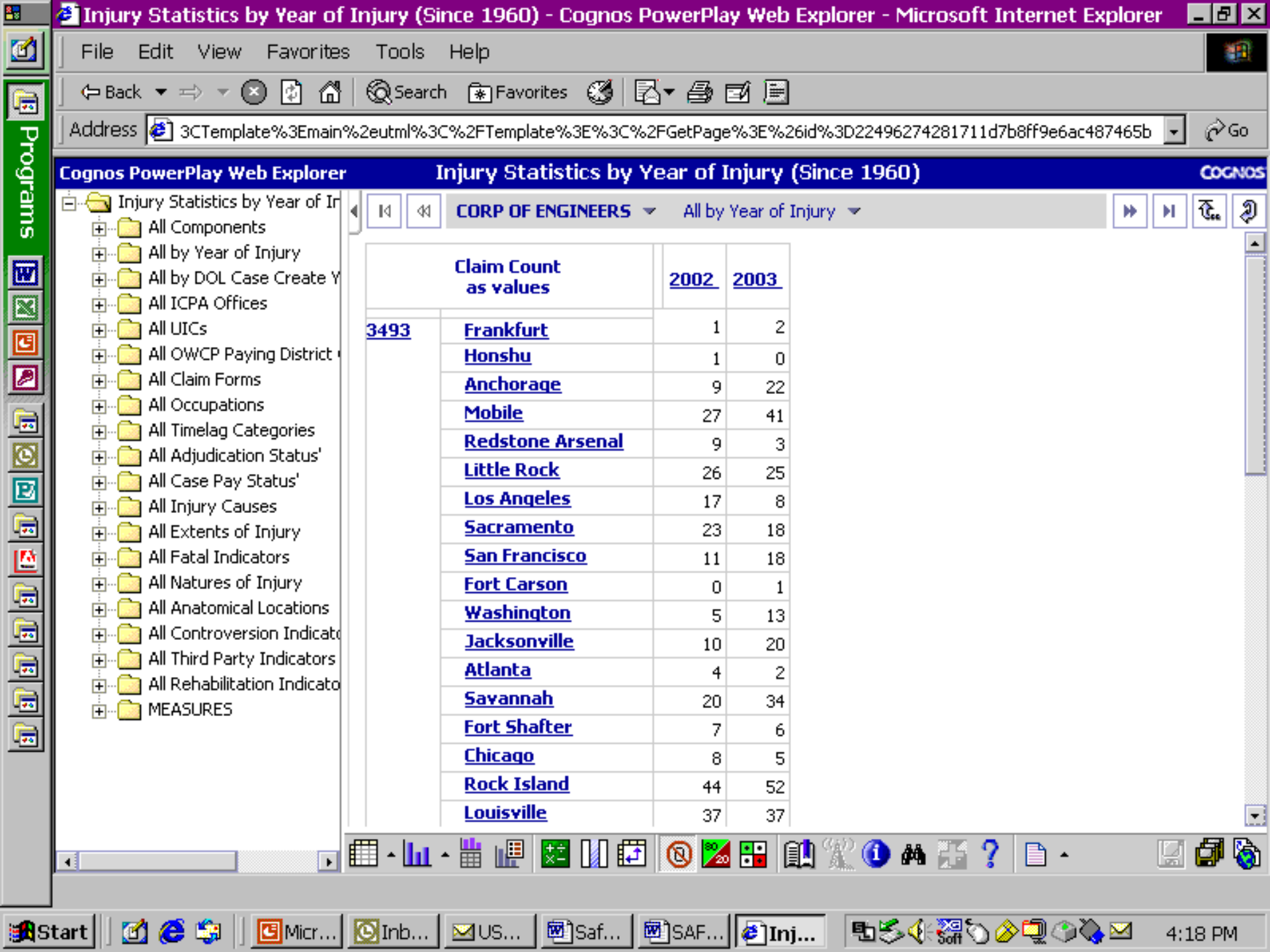
Uses LWOP in receipt of FECA pay status (code KD)

Data Base Examples - CPMS

Source: https://icucweb.cpms.osd.mil/cognos/cgi-bin/upfcgi.exe

Aggregate data from Defense Portal & Analysis Center (DefPAC) is available through CPMS for safety personnel

Case-by-case data is available for ICPA personnel through DIUCS2000


Injury Statistics by Year of Injury (Since 1960) - Cognos PowerPlay Web Explorer - Microsoft Internet Explorer
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2003
3493
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Honshu 1 0
Anchorage 9 22
Mobile 27 41
Redstone Arsenal 9 3
Little Rock 26 25
Los Angeles 17 8
Sacramento 23 18
San Francisco 11 18
Fort Carson 0 1
Washington 5 13
Jacksonville 10 20
Atlanta 4 2
Savannah 20 34
Fort Shafter 7 6
Chicago 8 5
Rock Island 44 52
Louisville 37 37
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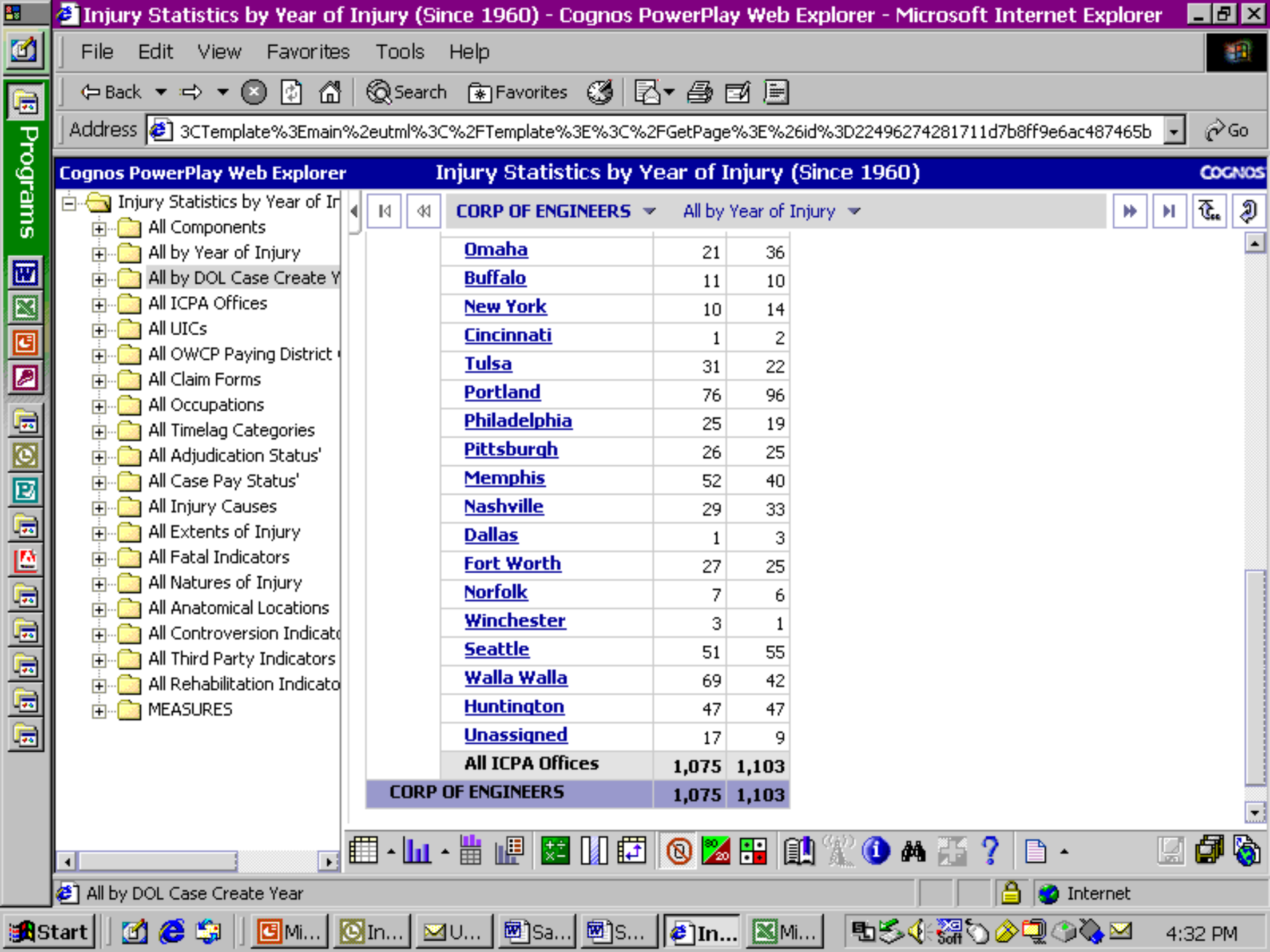
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Buffalo 11 10
New York 10 14
Cincinnati 1 2
Tulsa 31 22
Portland 76 96
Philadelphia 25 19
Pittsburgh 26 25
Memphis 52 40
Nashville 29 33
Dallas 1 3
Fort Worth 27 25
Norfolk 7 6
Winchester 3 1
Seattle 51 55
Walla Walla 69 42
Huntington 47 47
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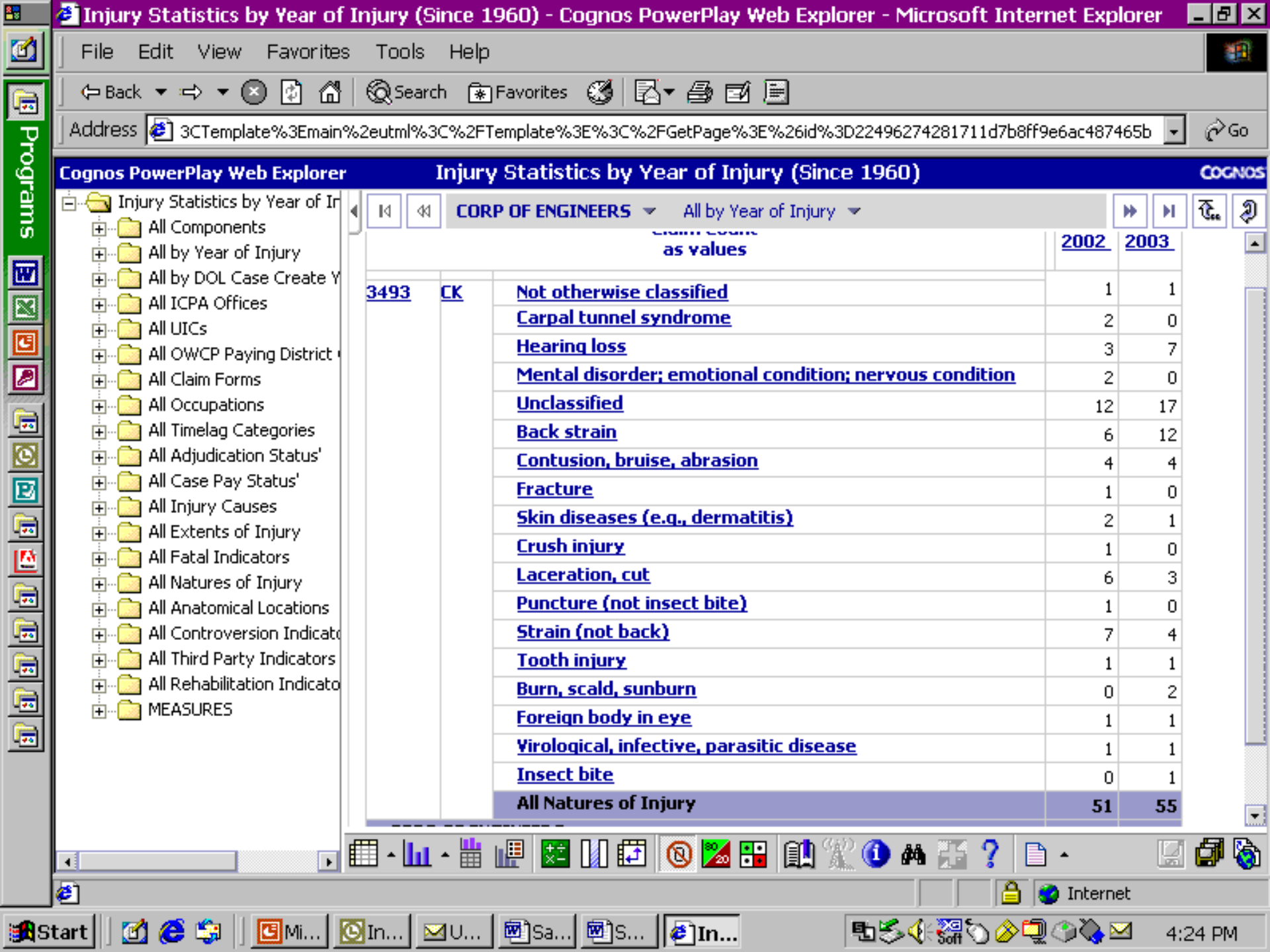
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MEASURES
CORP OF ENGINEERS
All by Year of Injury
as values
2002
2003
3493
CK
Not otherwise classified 1 1
Carpal tunnel syndrome 2 0
Hearing loss 3 7
Mental disorder; emotional condition; nervous condition 2 0
Unclassified 12 17
Back strain 6 12
Contusion, bruise, abrasion 4 4
Fracture 1 0
Skin diseases (e.g., dermatitis) 2 1
Crush injury 1 0
Laceration, cut 6 3
Puncture (not insect bite) 1 0
Strain (not back) 7 4
Tooth injury 1 1
Burn, scald, sunburn 0 2
Foreign body in eye 1 1
Virological, infective, parasitic disease 1 1
Insect bite 0 1
All Natures of Injury 51 55
Internet
Start
4:24 PM

Data Base Examples - OSHA

Source:http://www.osha.gov/dep/fap/statistics/fedprgms_stats03.html

Data is available on OSHA Web site both annually and quarterly

Historical data is available back to 1998

Fiscal Year 2003	Number of Employees	Total Cases	Total Rate	Lost Time Cases	Lost Time Rate	Fatalities
Federal Government	**1,941,511**	**81,283**	**4.19**	**37,402**	**1.93**	**61**
Department of Defense	**669,096**	**24,505**	**3.66**	**11,707**	**1.75**	**0**
Department of Air Force	**152,578**	**5,485**	**3.59**	**2,228**	**1.46**	**0**
Department of the Army	**231,635**	**8,613**	**3.72**	**3,878**	**1.67**	**11**
Corp of Engineers	25,609	1,032	4.03	329	1.28	2
Department of Navy	**185,334**	**7,460**	**4.03**	**3,950**	**2.13**	**10**
Defense Logistics Agency	21,669	903	4.17	479	2.21	0
Defense Contract Management Agency (new)	10,696	151	1.41	108	1.01	0
Defense Contract Audit Agency	4,105	34	0.83	27	0.66	0
Defense Finance and Accounting Service	14,318	273	1.91	198	1.38	1
Defense Commissary Agency	16,618	827	4.98	458	2.76	1
Defense (not listed above)	32,143	759	2.36	381	1.19	

Data Base Examples - Army

No examples of data, but cautions

1. Counting apples vs. oranges; non-reportable, first aid, near misses, etc.
2. Privacy Act issues – FECA claims data is not automatically shared with safety
3. Chargeback year vs. Fiscal Year

Data Base Examples - DMDC

Source:

https://www.dmdc.osd.mil/ltwi/owa/lpdr.main

Cautions:

1. Incidents in DMDC Web site is not injuries; it is first absence due to COP or LWOP
2. COP & LWOP data, once established, are not changed

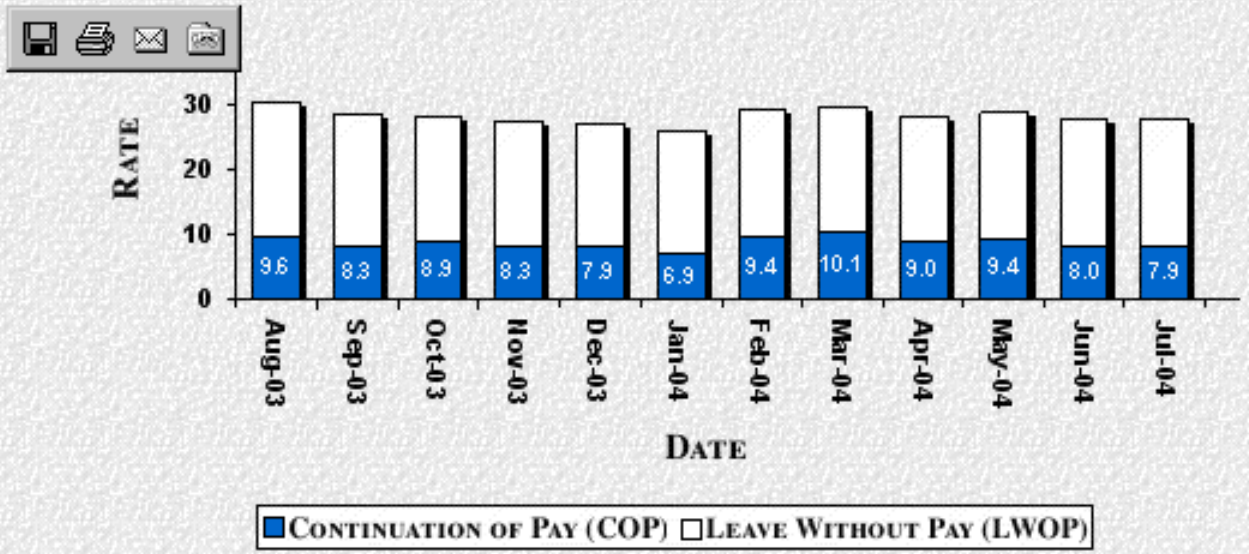
Lost Time Due to Work Injuries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.dmdc.osd.mil/ltwi/owa/lpdr.main

Go



Note:The trend chart above displays a monthly average of the Total Lost Day rate by grouping pay periods paid in that month.

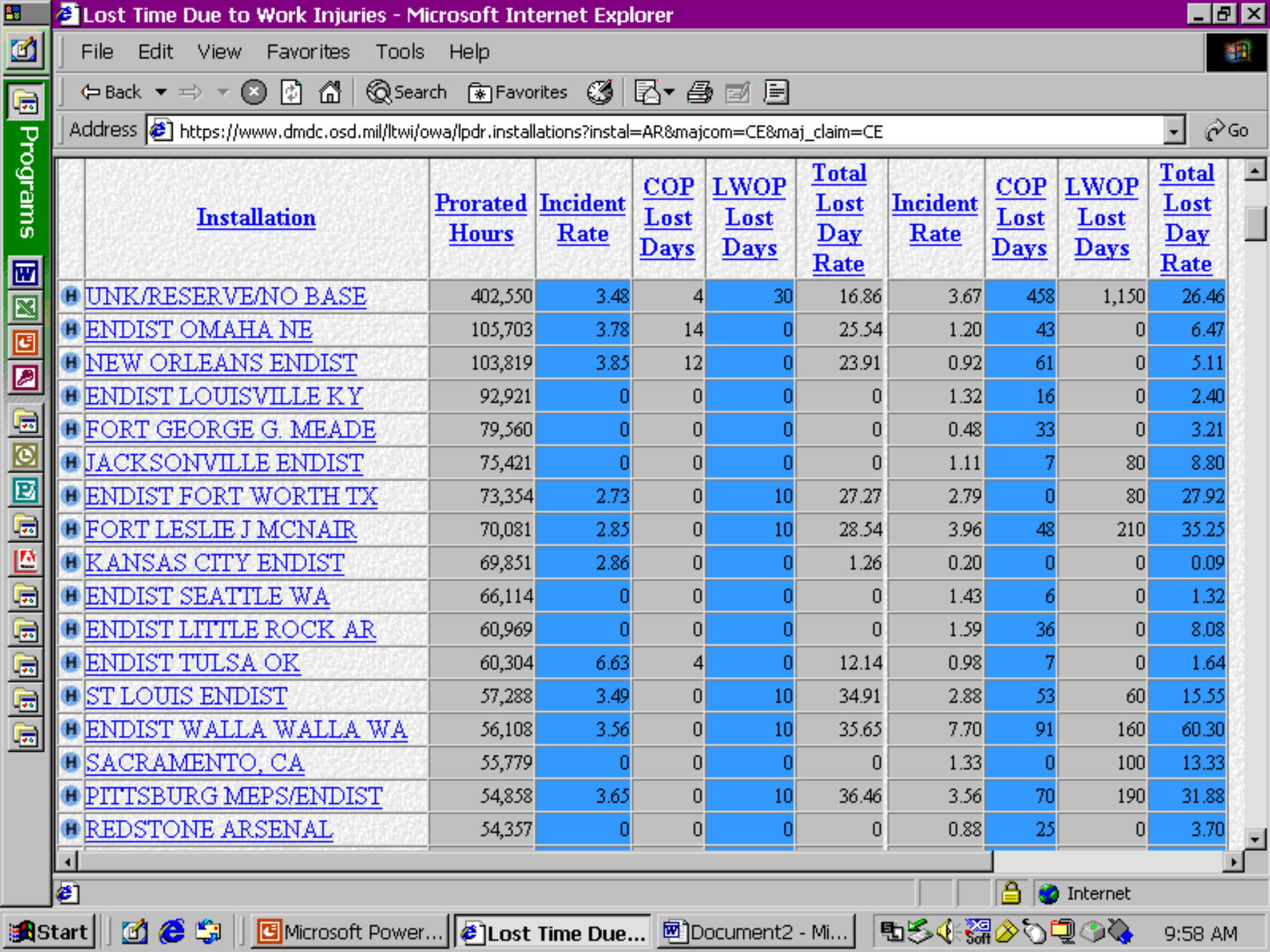
To view the historical data for the DoD Total click on the H button next to the title.

	Current Pay Period (24 JUL 2004)						Last 26 Pay Periods			
	Total	Prorated Hours	Incident Rate	COP Days Lost	LWOP Days Lost	Total Lost Day Rate	Incident Rate	COP Days Lost	LWOP Days Lost	Total Lost Day Rate
H	DoD Total	54,013,746	3.91	2,192	5,361	27.97	3.98	60,013	134,572	28.07

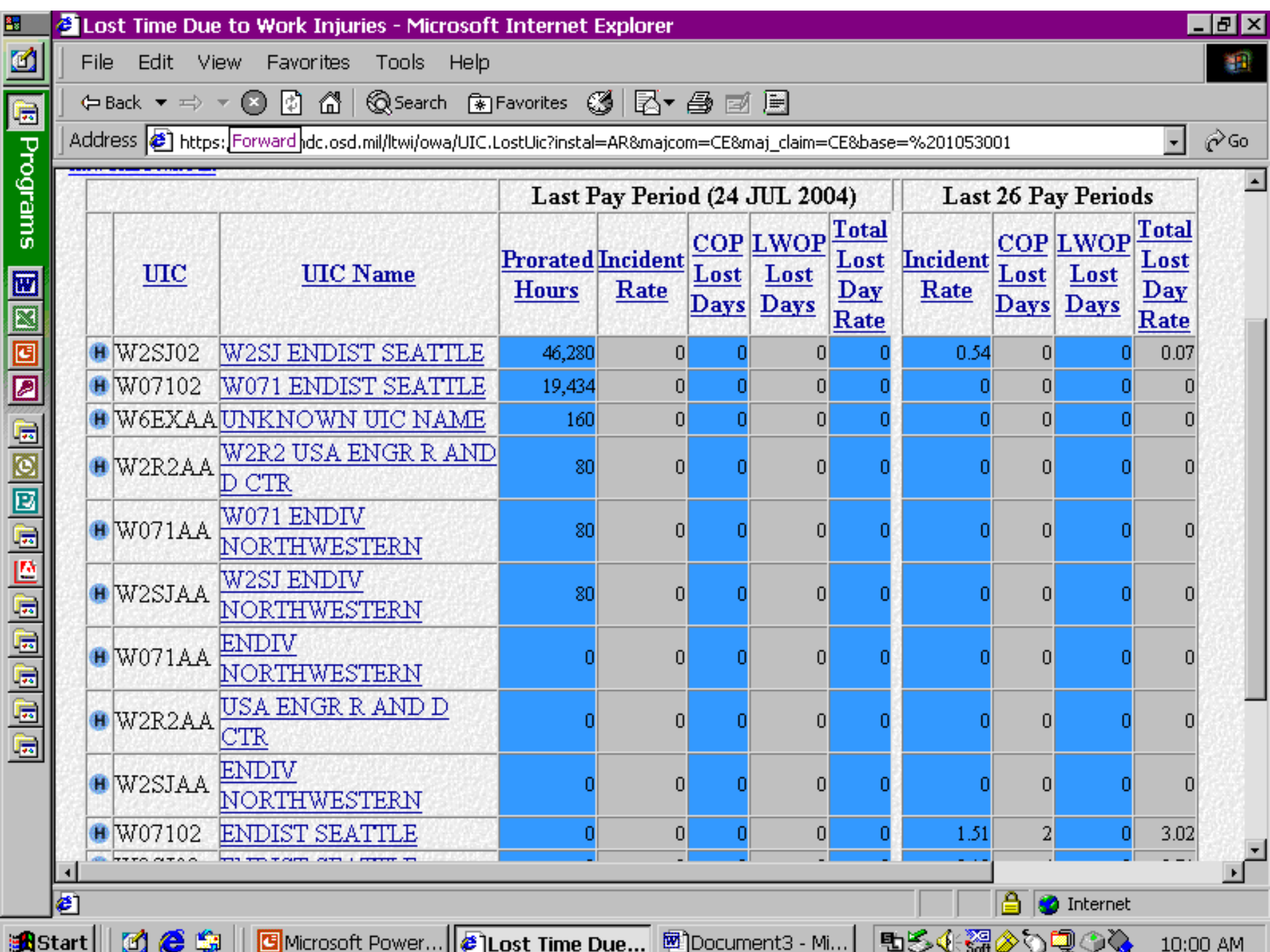
Done

Internet

Start Microsoft Power... Lost Time Due... Document1 - Mi... 9:55 AM



Installation	Prorated Hours	Incident Rate	COP Lost Days	LWOP Lost Days	Total Lost Day Rate	Incident Rate	COP Lost Days	LWOP Lost Days	Total Lost Day Rate
UNK/RESERVE/NO BASE	402,550	3.48	4	30	16.86	3.67	458	1,150	26.46
ENDIST OMAHA NE	105,703	3.78	14	0	25.54	1.20	43	0	6.47
NEW ORLEANS ENDIST	103,819	3.85	12	0	23.91	0.92	61	0	5.11
ENDIST LOUISVILLE KY	92,921	0	0	0	0	1.32	16	0	2.40
FORT GEORGE G. MEADE	79,560	0	0	0	0	0.48	33	0	3.21
JACKSONVILLE ENDIST	75,421	0	0	0	0	1.11	7	80	8.80
ENDIST FORT WORTH TX	73,354	2.73	0	10	27.27	2.79	0	80	27.92
FORT LESLIE J MCNAIR	70,081	2.85	0	10	28.54	3.96	48	210	35.25
KANSAS CITY ENDIST	69,851	2.86	0	0	1.26	0.20	0	0	0.09
ENDIST SEATTLE WA	66,114	0	0	0	0	1.43	6	0	1.32
ENDIST LITTLE ROCK AR	60,969	0	0	0	0	1.59	36	0	8.08
ENDIST TULSA OK	60,304	6.63	4	0	12.14	0.98	7	0	1.64
ST LOUIS ENDIST	57,288	3.49	0	10	34.91	2.88	53	60	15.55
ENDIST WALLA WALLA WA	56,108	3.56	0	10	35.65	7.70	91	160	60.30
SACRAMENTO, CA	55,779	0	0	0	0	1.33	0	100	13.33
PITTSBURG MEPS/ENDIST	54,858	3.65	0	10	36.46	3.56	70	190	31.88
REDSTONE ARSENAL	54,357	0	0	0	0	0.88	25	0	3.70



			Last Pay Period (24 JUL 2004)					Last 26 Pay Periods			
	UIC	UIC Name	Prorated Hours	Incident Rate	COP Lost Days	LWOP Lost Days	Total Lost Day Rate	Incident Rate	COP Lost Days	LWOP Lost Days	Total Lost Day Rate
H	W2SJ02	W2SJ ENDIST SEATTLE	46,280	0	0	0	0	0.54	0	0	0.07
H	W07102	W071 ENDIST SEATTLE	19,434	0	0	0	0	0	0	0	0
H	W6EXAA	UNKNOWN UIC NAME	160	0	0	0	0	0	0	0	0
H	W2R2AA	W2R2 USA ENGR R AND D CTR	80	0	0	0	0	0	0	0	0
H	W071AA	W071 ENDIV NORTHWESTERN	80	0	0	0	0	0	0	0	0
H	W2SJAA	W2SJ ENDIV NORTHWESTERN	80	0	0	0	0	0	0	0	0
H	W071AA	ENDIV NORTHWESTERN	0	0	0	0	0	0	0	0	0
H	W2R2AA	USA ENGR R AND D CTR	0	0	0	0	0	0	0	0	0
H	W2SJAA	ENDIV NORTHWESTERN	0	0	0	0	0	0	0	0	0
H	W07102	ENDIST SEATTLE	0	0	0	0	0	1.51	2	0	3.02

Lessons Learned?

- Consider your data source
- Remember the different purposes of the data
- Prepare for more changes (29 CFR 1904?)
- Use your own data for the purposes for which it was collected

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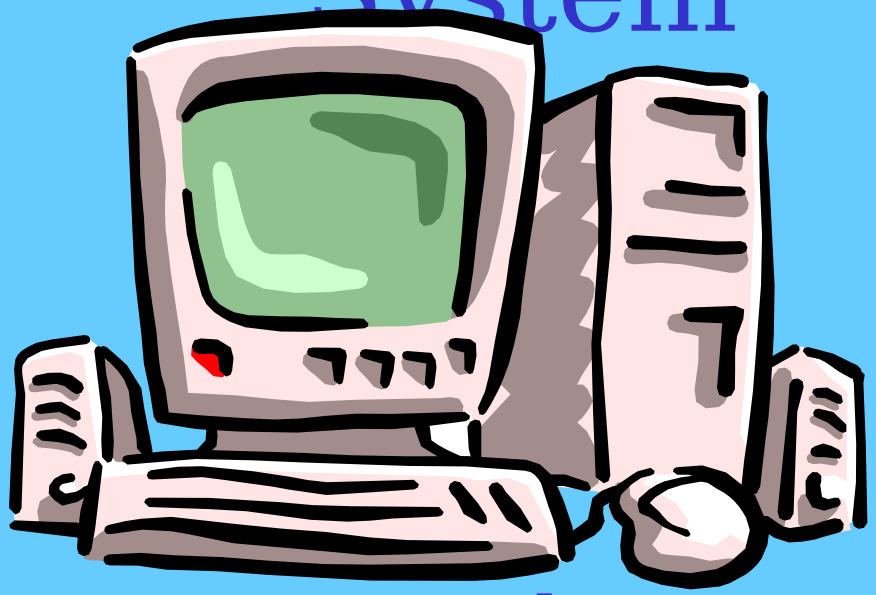
BE SAFE – SHARE the Ways

Army Automated Accident Reporting System



Peggy Adam

Army Safety Center

US Army Corps of Engineers®

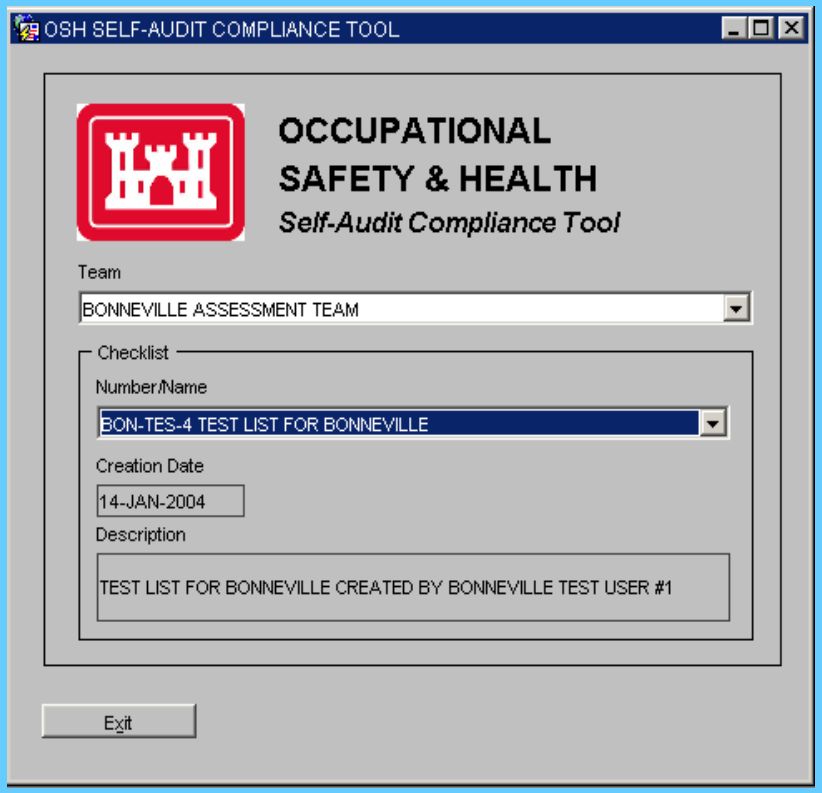
SOH CoP – Management & Technical Resources Serving

BE SAFE – SHARE the Ways

Introducing

Occupational Safety and Health

Self-Audit Compliance Tool



US Army Corps of Engineers®

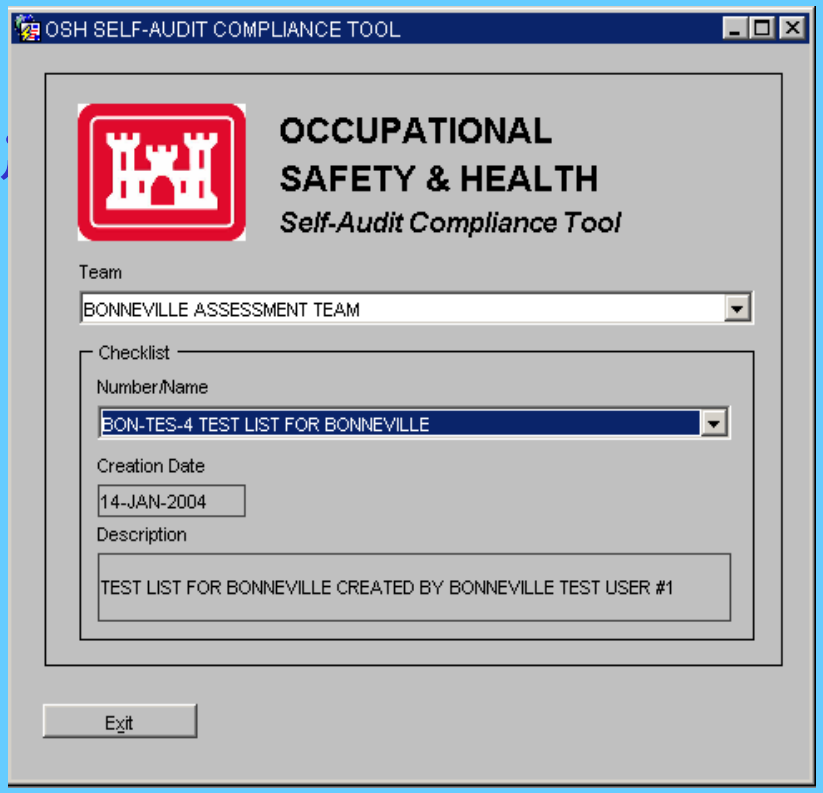
SOH CoP – Management & Technical Resources Serving

BE SAFE – SHARE the Ways

A tool assist to with

- Safety Inspections
  - Preparing
  - Conducting

- *The Assistance Tool Can Provide both Throughout the Inspection Process or Just within Certain Areas*

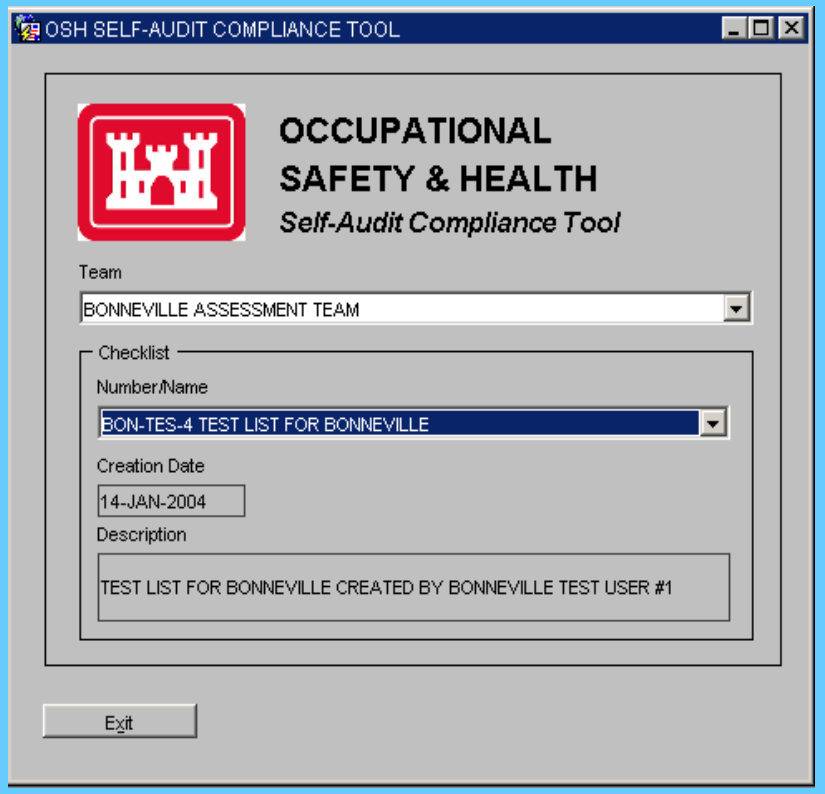


US Army Corps of Engineers®

SOH CoP – Management & Technical Resources Serving

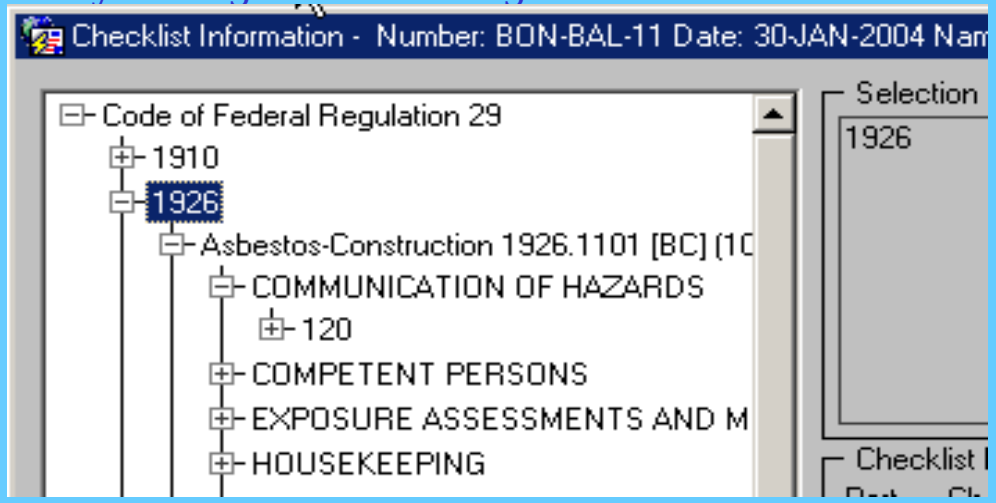
BE SAFE – SHARE the Ways

- *Preparing*
  - *Easy Navigation Through Vast CFR Manuals*
  - *Generate Checklist's for Field Inspections*
  - *Generate Standardized Worksheets for Field Inspections*



How does the tool assist in Preparing for Safety Inspections?

- Easy Navigation Through Vast CFR Manuals
  - Easy Navigation Through Vast CFR Manuals



- *The Assistance Tool Provides CFR Information Electronically for quick and easy navigation*

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How does the tool assist in Preparing for Safety Inspections?

- Generate Checklist's for

					No. 91-1961.
Checklist No.	**Project**	**Reference**	**CFR Text**	**Compliance Level**	**Explanation:**
BON-BAL-11	BONNEVILLE LOCK AND DAM-LAKE BONNEVILLE	29 CFR 1910.30.2	Verify that all spraying areas are provided with mechanical ventilation adequate to remove flammable vapors, mists, or powders to a safe location and to confine and control combustible residues so that life is not endangered. Verify that mechanical ventilation is kept in operation at all times while spraying operations are being conducted and for a sufficient time thereafter to allow vapors from drying coated articles and drying finishing material residue to be exhausted.	☐ In Compliance ☐ Not In Compliance ☐ Not Applicable ☒ Not Inspected	**Corrective Action:** Spraying areas must be have adequate mechanical ventilation.
Notes					

- *The Assistance Tool Provides Allows Users the Ability to Build a Checklist from a Manual, then Take the Checklist Right into the Field*

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How does the tool assist in Preparing for Safety Inspections?

- Generate Standardized Worksheets for Field Inspections

VIOLATION INVENTORY LOG

LOG OF SCHEDULE OF CORRECTIVE ACTION-COMPLIANCE WITH SAFETY AND HEALTH STANDAR

NAME OF INSTALLATION

ITEM

INSTALLATION HAZARD ABATEMENT PLAN

1. Finding Number	2. Date Prepared	
3. Activity/Organization	4. Hazard Location(s)	5.
6. Citation of Specific OSHA and other Standard Violated		

NOTICE NO. ____ OF

UNSAFE or UNHEALTHFUL WORKING CONDITION

(DO NOT REMOVE NOTICE UNITL CONDITION IS ABATED)

1. UNIT INSTALLATION	3. DATE OF INSPECTION
2. OFFICIAL IN CHARGE OF WORKPLACE	4. STANDARD VIOLATED
5. LOCATION OF VIOLATION	
6. DESCRIPTION OF UNSAFE OR UNHEALTHFUL CONDITION	

- *This Tool Provides a Repository for blank Inspection Worksheets*

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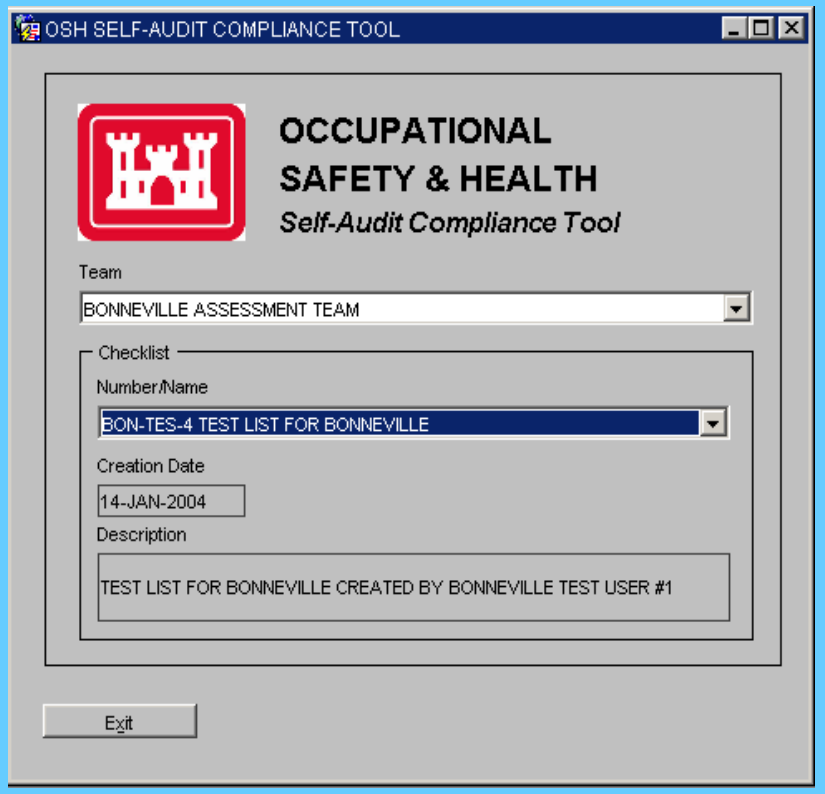
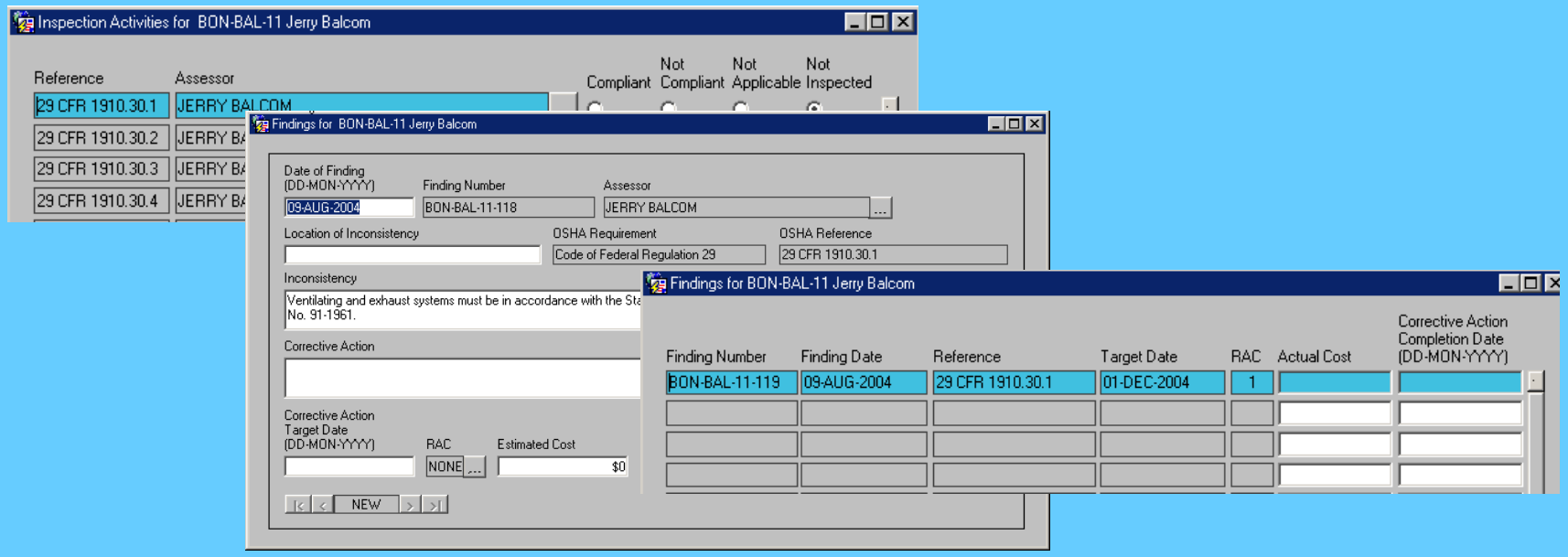
- ***Conducting***
  - ***Tracking Inspection Findings***
  - ***Determination of Risk Assessment Code (RAC)***
  - ***Creating/Maintaining Abatement Plans***



How does the tool assist with Conducting Safety Inspections?

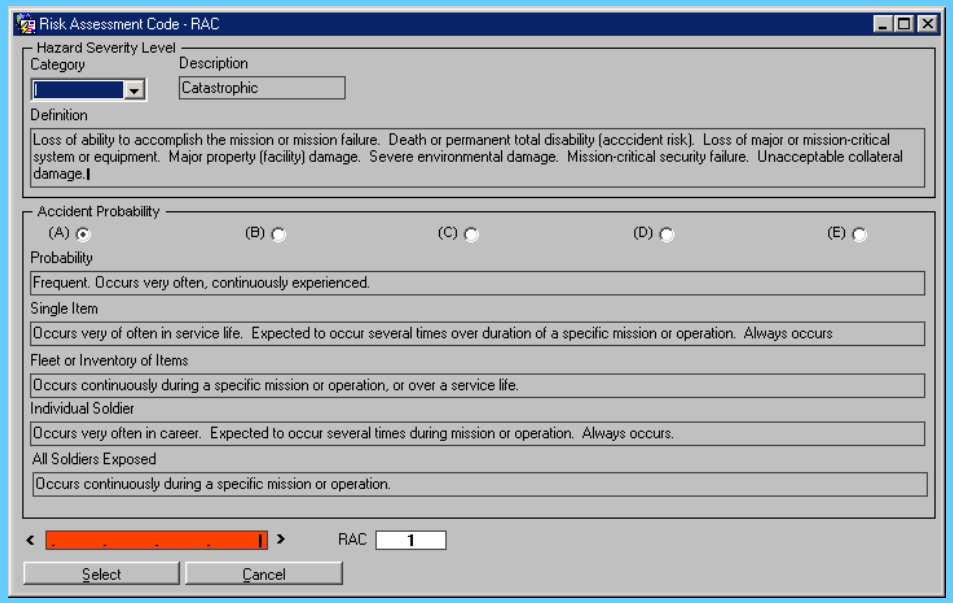
- Tracking Inspection Findings



- *Once an Inspection Checklist has been used in the field to verify Findings, the tool allows the user to report the Finding, track it and ultimately close it*

How does the tool assist with Conducting Safety Inspections?

- Determination of Risk Assessment Code (RAC)


Risk Assessment Code - RAC
Hazard Severity Level
Category
Description
Catastrophic
Definition
Loss of ability to accomplish the mission or mission failure. Death or permanent total disability (acccident risk). Loss of major or mission-critical system or equipment. Major property (facility) damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.
Accident Probability
(A)
(B)
(C)
(D)
(E)
Probability
Frequent. Occurs very often, continuously experienced.
Single Item
Occurs very of often in service life. Expected to occur several times over duration of a specific mission or operation. Always occurs
Fleet or Inventory of Items
Occurs continuously during a specific mission or operation, or over a service life.
Individual Soldier
Occurs very often in career. Expected to occur several times during mission or operation. Always occurs.
All Soldiers Exposed
Occurs continuously during a specific mission or operation.
RAC
1
Select
Cancel

- *The "RAC Calculator" allows an Assessor to select a the Category and Severity of a Finding that is a Violation, thus producing the RAC*

How does the tool assist with Conducting Safety Inspections?

- Creating/Maintaining Abatement Plans

BON-BAL-11-119	Somewhere	Code of Federal Regulation 29	29 CFR 1910.30.1	requirements. Ventilating and exhaust systems must b accord	Need to fix	01-DEC-2004	1	$0.00

NOTES:
1 / Such as "Carpenter Shop and/o

Abatement Plan(s) for BON-BAL-11 Jerry Balcom

Finding Number	Finding Date	RAC	Corrective Action Target Date
BON-BAL-11-119	09-AUG-2004	1	01-DEC-2004

Details

Abatement Plan for Finding: BON-BAL-11-119 Reference: 29 CFR 1910.30.1 RAC: 1

Date Prepared (DD-MON-YYYY): 09-AUG-2004
Abatement Number: BON-BAL-11-119-12
Work Item: G2
Hazard Location: Somewhere
Proposed Corrective Action
Interim Hazard Control Measure
Relevant Comments
Estimated Abatement Completion Date (DD-MON-YYYY)
Estimated Action Cost: $0
Actual Cost
Final Abatement Completion Date

- *The Assistance Tool Allows a user to produce a list of Findings in need of an Abatement Plan, access those Findings and record information about the Proposed Corrective Action*

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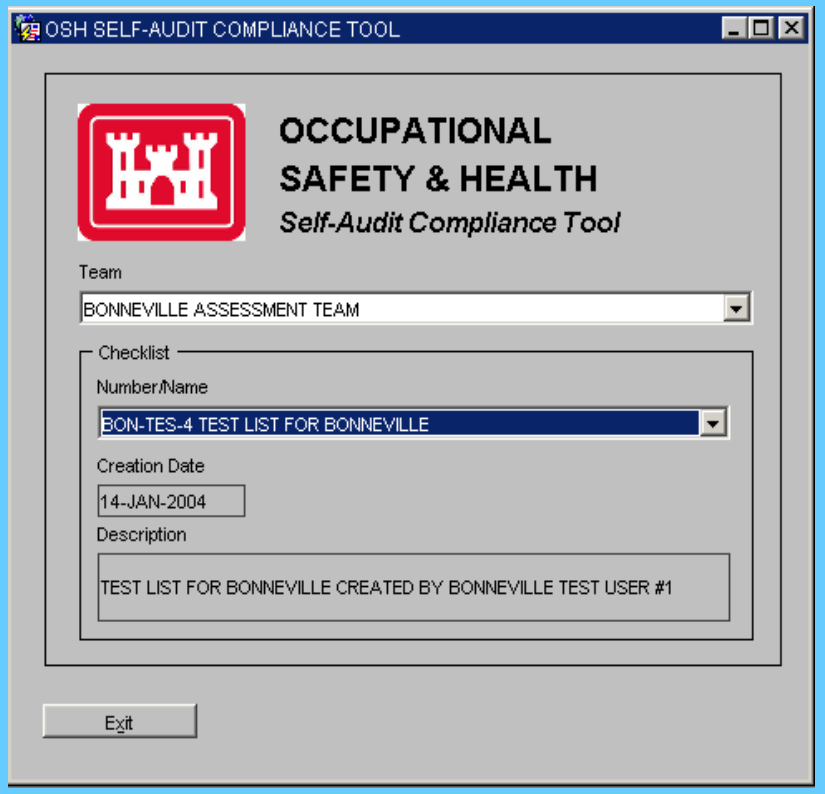
- **Preparing**
  - *Easy Navigation Through Vast CFR Manuals*
  - *Generate Checklist's for Field Inspections*
  - *Generate Standardized Worksheets for Field Inspections*
- *Conducting*
  - *Tracking Inspection Findings*
  - *Determination of Risk Assessment Code (RAC)*
  - *Creating/Maintaining Abatement Plans*



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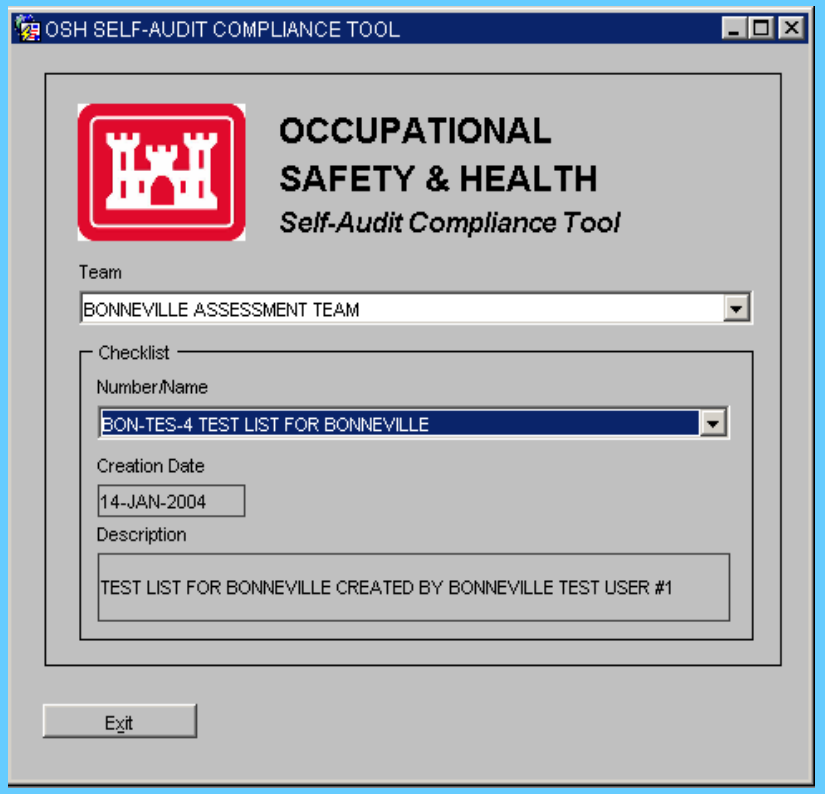
Occupational Safety and Health

Self-Audit Compliance Tool

- ***For more information contact:***
  - ***Sam Testerman, CESO***
    (202) 761-4564
  - ***Jerry Balcom, NWP-SO***
    (503) 808-4540



Questions ?

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Hospitality Room

Room # 2715

5:30 to 7:00

THURSDAY
END

FRIDAY
BEGIN

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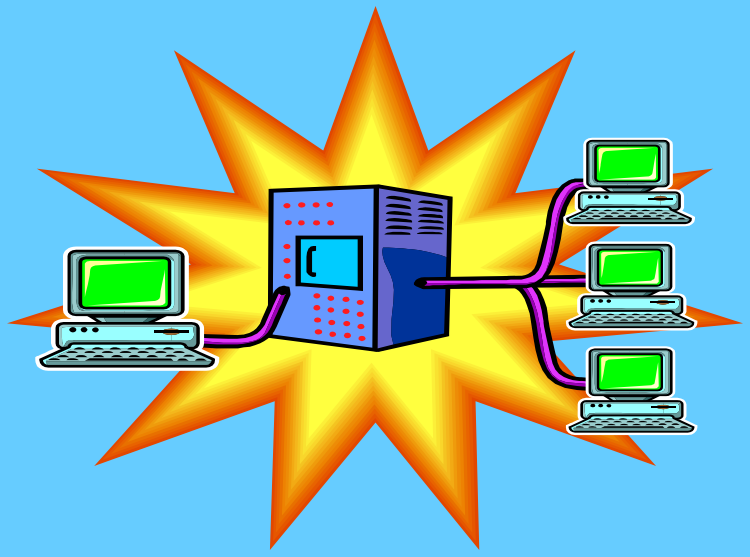
Corps of Engineers Enterprise CoP Collaboration Tool Sets



David Rowson

Deputy Director CIM

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Customer Expectations

Colonel Leonardo Flor
SPD Deputy Commander

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"Serving in Iraq - Safety Making a Difference"

Frank Trent
GRD

Closing Remarks

Robert Stout

Chief, Safety and Occupational Health Office

FRIDAY
END